

United Way of Southern Maine Job Posting

Be a part of the change!

Join a team of committed, results-oriented, and successful professionals who work to support and advance United Way of Southern Maine's (UWSM's) mission *to improve people's lives by mobilizing the caring power of our community.*

General Summary

The Senior Director, Human Resources is a key organizational leader and is responsible for the full scope of United Way of Southern Maine's (UWSM's) Human Resources programs and initiatives. Reporting to and partnering with the CEO, this person champions the organization's strategic direction and works across program areas to initiate, support and implement employee development and engagement initiatives. This individual works closely with all members of the Leadership Team, including working directly with the Senior Leadership Team on organizational strategy. Living our core values, this individual supports and strengthens UWSM's reputation and effectiveness by maintaining positive relationships with various stakeholders, including our staff, partners, donors, vendors, and volunteers.

Essential Functions

- Develop, implement, direct and evaluate the organization's human resource function and performance in alignment with the mission, values, and strategic direction of UWSM.
- Lead full-cycle recruitment and onboarding plans and processes. This includes developing job descriptions with hiring managers, posting positions, accepting and assessing applications, conducting phone screen interviews, scheduling and participating in multiple on-site interviews for each selected candidate, communicating with candidates regularly and in a timely manner, managing the employment offer process, and onboarding new employees.
- Serve as a member of the organization's Senior Director Team.
- Participate in Senior Leadership Team meetings as requested, advising SLT of HR implications and considerations related to organization's strategy and operations.
- Lead organization's drive to achieve the staff-related metrics of the organization's 3-year Strategic Plan and Equity Action Plan.
- Serve as staff leader for UWSM's Equity Action Council, engaging volunteer leaders in UWSM's Equity Action Plan
- Lead staff-related Diversity, Equity, and Inclusion work. Chair the internal DEI/Core Values Committee.
- Maintain accurate and up-to-date employee personnel records; archive and store former employee records in accordance with Federal guidelines.
- Serve as lead in Disability, Worker's Compensation, FMLA, STD, LTD, and Unemployment Insurance claims, as well as employment verification requests and provide information to stakeholders as needed.
- Coordinate and/or facilitate HR trainings, including annual compliance trainings.
- Maintain in-depth knowledge of legal requirements related to HR, reducing legal risks, ensuring regulatory compliance, and making recommendations to the organization's leadership on changes to existing policies and procedures.
- Manage employee separations, including off-boarding process.

- Serve as resource for internal employee relations issues; provide mediation or mediation resources as needed. Maintain corrective action records.
- Conduct regular assessments of employee satisfaction and engagement and develop and implement engagement programs.
- Direct all aspects of annual goal setting and performance management program including training, timely tracking of employee performance evaluations, and performance-based compensation adjustments.
- Oversee staff to partner with the Finance and Operations team to administer bi-weekly payroll including ensuring timesheet completion, managing employee changes in status, compensation updates, process improvements, and other payroll related functions
- Oversee staff to partner with the Finance and Operations team to oversee the annual benefits open enrollment periods, including annual evaluation of health insurance plan and 403(b) program. Process all insurance and benefit enrollment and waivers.
- Assist in organization risk management, including developing, educating employees on, and enforcing policies to ensure organizational compliance with all federal and state laws and regulations, insurance guidelines, emergency safety plans, and other practices that protect the organization.
- Participate on the organization's safety committee.
- Support managers with development and training for employees.
- Other duties as organizational needs require.

Required Education and Experience

- Commitment to the mission and core values of United Way of Southern Maine.
- Seven years of progressive experience in a Human Resources role preferred.
- SHRM-CP or HRCI-PHR Certification strongly preferred.
- Bachelor's degree or foreign equivalent in Human Resources, Human Services, Business Administration, or related field preferred.
- Proficiency in a Microsoft Office environment – Word, Excel, PowerPoint, Outlook and experience working with databases required.
- Experience working with performance management software (e.g. Saba/ Halogen), payroll systems (e.g. ADP) and CRM systems preferred.
- Excellent written and oral communication skills required, including using tact and diplomacy in written, face-to-face, and phone communications.
- Self-directed and independent with ability to initiate tasks, be creative in problem-solving and ability to manage and prioritize multiple tasks to meet deadlines.
- Commitment to excellence and learning.
- Highly organized with proven attention to detail and follow-up, to ensure successful and timely completion of projects.
- Professional and welcoming manner, with sound judgment and discretion in managing confidential information.
- Exceptional customer service skills in interactions with internal and external stakeholders.
- Strong collaboration skills.
- Ability to interact with and work well with a diverse populations and a wide variety of people, including volunteers, donors, business and community partners, and community stakeholders.

Supervisory Responsibility

HR Assistant or Manager to be hired per needs and vision of Senior Director, Human Resources.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear; The employee may occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. This position may require long hours including early morning meetings, evening events, and weekend work during peak times.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Why choose United Way of Southern Maine?

Advancing the common good is about helping one person at a time, and about creating community change that benefits every member of the community. We are all connected and interdependent; we all win when a child succeeds in school, when families are financially stable, and when people are healthy.

We have a staff of 44 dedicated employees to help us achieve our goals and fulfill our mission: *To improve people's lives by mobilizing the caring power of our community.* To support the great work of our employees, we offer a competitive salary and a robust benefits package including health and dental insurance, a 403 (b) plan, life insurance, generous paid vacation, holiday, and sick time off.

Additionally, United Way of Southern Maine offers:

- Convenient and central Portland and Kennebunk locations with free parking
- Tuition assistance and opportunities for professional development
- Wellness resources and Employee Assistance Program access
- Personal and floating holidays
- Paid volunteer time off
- An excellent team of top-notch professionals that share your passion for strengthening our community

United Way of Southern Maine is committed to seeking and sustaining a culturally and ethnically diverse environment and to the principles that promote inclusive practices. We are dedicated to building a diverse staff with expertise and interest in serving our communities and encourage persons of all types of diversity to apply.

LIVE UNITED



United Way
of Southern Maine

United Way of Southern Maine has identified a set of Core Values that are our essential tenets. These define and describe who United Way of Southern Maine will endeavor to be in all situations, both internal and external.

At United Way of Southern Maine we are:

- Community Centered
- Results Focused
- Intentionally Collaborative
- Committed to Excellence
- Leading with Integrity

Applications accepted through October 29, 2021. Please submit a cover letter and resume to Human Resources at hr@uwsme.org.