



VISION: A thriving region where all individuals and families have the opportunity to succeed.

The mission of the Community Foundation is to make the Richmond region a better place through bold solutions and inspired philanthropy. Today, we manage more than 1,300 charitable funds with assets exceeding \$1.3 billion, and growing. In 2021, we deployed more than 6,000 grants totaling over \$91 million. The Foundation also supports the activities of 12 other charitable foundations and organizations that have chosen to fulfill their charitable legacy in partnership with us. [Together we do more good!](#)

As a part of the Community Foundation, you have a chance to use your skills and experience to create positive, long-lasting change for our region; while maintaining a healthy balance between personal and professional endeavors. We offer competitive benefits, flexibility in schedule and partial telework, half-days on Fridays, a collaborative culture, and mission-centered work.

REPORTS TO: Chief Operating Officer (COO)

POSITION DESCRIPTION: Our head of Human Resources (full-time exempt position) will be people-centered and a strong relationship-builder; responsible for the creation, execution, and oversight of strategies for human resources and organizational development. This position will oversee payroll and benefit strategies, talent acquisition, recruitment and retention, compliance, staff growth and development, employee relations, and performance management. With intentionality in supporting the growth of our organizational culture, this position will utilize a lens of diversity, equity, and inclusion across all aspects of their work.

DUTIES:

Relationship Building & Leadership

- Forge relationships and foster opportunities to connect with staff across the Foundation; serving as a safe space for employee discussions.
- Identify opportunities and execute on solutions and innovations.
- Liaison to vendors; including selection, relationship-stewarding, and market analysis.
- Work closely with and provide guidance to Finance and Payroll Officer; supporting opportunities for growth and development in the human resource field, as requested.

Human Resources

- Working closely with the Finance and Payroll Officer, audit payroll and benefit administration, compliance and testing, and provide entry support when needed.
- Provide support for employee relations and offer guidance to staff and managers on all HR matters.
- Design and execute on talent recruitment, acquisition, onboarding, and retention strategies and activities; including support to hiring managers and interview panels.

- Assist managers in defining the knowledge, skills, and abilities required for various positions.
- Manage and serve as advisor on accountability measures and process (performance management system); including training, logistics for execution, form/policy/practice development, and alignment with growth and professional development strategies.
- Maintain personnel budget and provide quarterly projections to COO.
- Develop and maintain employee policies.
- Maintain personnel files; including accurate job descriptions, compliance documents, performance evaluations, etc.

Compliance

- Oversee and maintain practices to support compliance with all federal and state laws and regulations; including remaining abreast to regulatory changes with EEOC, ADA, FMLA, VA DOLI, etc.
- Implement best-practices to minimize risk, provide training to staff/managers, and perform annual testing.
- Execute on annual review (training, documentation, verification); including I9, conflict/confidentiality, discrimination/harassment, security, etc.
- Coordinate with Director of Operations on safety, facility, and operational regulations/training.

Organizational Development

- Manage and utilize metrics, analytics, industry benchmarks/research for recommendations regarding staff competency and diversity, performance, culture, compensation, and organizational structure.
- Create and manage programs to continue to enhance the Foundation's culture; including a focus on the embedding of a lens of diversity, equity, and inclusion.
- Working closely with senior leadership, develop and execute on strategies that support the growth and development of staff.
- Facilitates implementation of appropriate change management initiatives

Other duties as assigned

QUALIFICATIONS:

- A minimum Bachelor's degree in human resources or a related field required.
- SHRM, HRCI, PHR, or SPHR certification.
- A minimum of 5-7 years related work experience.
- Ability to exercise independent judgment, maintain confidentiality, and provide a high level of discretion.
- Excellent communication skills, both written and oral skills.
- Deep and current understanding of all applicable rules, regulations, and laws.
- Broad and current knowledge of organizational development methods.
- Aptitude for establishing and maintaining positive working relationships with a variety of internal and external constituents.
- Solid computer literacy in Microsoft Office.