

## **Director of Human Resources Job Description**

Department: Administration  
Reports to: Executive VP, Culture, People & Programs  
FLSA status: Exempt  
Employment: Full-Time

### **Overview**

The Director of Human Resources provides leadership and guidance to the organizations HR operations and manages talent engagement, training and development, compensation, benefits, employee relations and regulatory compliance. The Director is responsible for setting, enforcing, and evaluating legally compliant human resources policies, procedures, and best practices, and identifying and implementing long-range strategic talent management goals.

### **Essential Responsibilities**

- 1) Work closely with the EVP to develop and implement an integrated People and Culture strategic plan with quarterly priorities to support the TAFB's hunger-relief priorities.
- 2) Create and manage the annual HR operating budget.
- 3) Collaborate with executive leadership to define the organizations long-term mission and goals; identify ways to support this mission through talent management.
- 4) Identify key performance indicators for the organizations human resource and talent management functions; assess organizations success and market competitiveness based on these metrics.
- 5) Serve as advisor and provide guidance and leadership to executive leadership team in administering policies and procedures relating to all phases of human resource activity.
- 6) Develop and implement comprehensive compensation, benefits, performance appraisal plans that are competitive and cost effective for the organization.
- 7) Develop strategic recruiting and retention plans to meet the human capital needs of strategic goals.
- 8) Assist with, lead when necessary, resolution of human resource, compensation, and benefits questions, concerns, and issues escalated employee relations, performance management and people policy issues.
- 9) Exemplify TAFB Core Values of Lead, Care, Innovate and Respect.

### **Additional Duties**

- 1) Create and administer staff performance management processes, including performance appraisals, coaching and manager training on how to hold employees accountable to all TAFB employment policies.
- 2) Keep leadership apprised of federal laws and employment related legislation that impacts the organization.

- 3) Maintain HRIS database including employee changes, PTO, templates and training.
- 4) Administer 403(b) retirement plan, annual discrimination testing and audit.
- 5) Administer federal and regulatory compliance for FMLA, disability, worker's compensation and other claims.
- 6) Negotiate terms for HR-related services; reconcile vendor invoices.
- 7) Serve as an advocate for employees in crisis and provide referrals to appropriate resources.
- 8) Represent TAFB with Texas Workforce Commission and prepare correspondence regarding unemployment claims.
- 9) Perform other duties as assigned.

### **Job Qualifications**

- **Education and Experience**  
Bachelor's degree and 10-15 years of HR experience, must include 5 – 8 years of supervisory experience, strong leadership presence
- **Technical Proficiencies**  
Proficient knowledge of Microsoft Office, payroll and timekeeping software
- **Communication Skills**  
Excellence in speaking, writing and presenting information  
Bilingual in Spanish preferred
- **Other Competencies**  
Knowledge of principles and procedures for compensation, benefits and regulatory compliance; active listening, critical thinking, problem sensitivity and confidentiality essential; interpersonal skills including conflict resolution and consensus building

### **Physical Requirements and Work Environment**

Works in an office environment, on occasion may work in warehouse or at outdoor events

This position requires frequent walking, standing, sitting and occasional lifting up to 40 pounds

Occasional travel in service areas and within state and nation

Requires work schedule flexibility with occasional weekend and evening availability

### **Office Hours**

Monday – Thursday, 8:30 AM – 5 PM

Friday, 8:30 AM – 3:30 PM

### **Benefits**

- 3 weeks PTO + 12 holidays per year (5 weeks + 2 days)
- 90% employer paid health insurance (individual coverage)
- 100% employer paid basic life insurance, short and long term disability
- 4% contribution to retirement plan after one year of service + 3% employer match

### **How to Apply**

Please submit cover letter and resume to [jobs@tafb.org](mailto:jobs@tafb.org)

Tarrant Area Food Bank is an Equal Opportunity Employer.