



## NY COMMON PANTRY JOB DESCRIPTION

### Senior Director of Human Resources

New York Common Pantry (NYCP) is a poverty fighting organization that reduces hunger and promotes dignity, health and self-sufficiency. NYCP works to establish food security, by confronting the lack of resources available to those we serve.

Reporting to the Executive Director, the Senior Director of Human Resources will manage the HR functions, the HR staff, and work closely with Executive, Senior and Program management, to provide leadership and counsel, to ensure an engaged, committed workforce.

#### Primary Duties and Responsibilities

The Senior Director of Human Resources directs, evaluates and manages the HR Department. This position guides, mentors, directs and assigns staff to provide resources and guidance to the NYCP management and employees. The SDHR will work with executive and senior staff, directors, and managers to understand and enact HR policies, procedures, processes and work flows, and ensure compliance and adherence to laws and regulations related to the Human Resources function. This position performs a wide range of duties including some or all of the following:

#### Human Resources

- Supervise the Human Resource staff and human resource functions, ensuring accountability and adherence to policy and procedure.
- Further NY Common Pantry's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training and recruiting. Establishes departmental measurements that monitor and support accomplishment of Human Resources tasks and goals.
- Ensure that recruiting processes are relevant, consistent and streamlined and adequate training is provided in screening and interview techniques for those involved in hiring. Provide timely feedback to supervisory staff on progress in recruitment activities.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies and procedures. Evaluate training needs of staff to ensure staff and management development needs are addressed through trainings.
- Partners with Operations Management to communicate Human Resources policies, procedures, programs and compliance with applicable laws and regulations.
- Annually reviews and makes recommendations to Deputy Executive Director for improvement of the organization's policies, procedures and practices on Human Resources matters.

- Ensures that all HR records and systems are maintained in compliance with Federal, State, city and contractor requirements. Provides timely reporting on HR performance indicators for Board committees, executive staff and funding agencies as required.
- Formulates and recommends policies and objectives for NYCP with regard to employee relations. Determines and recommends practices necessary to establish a positive employer-employee relationship and promote employee morale, motivation and retention.
- Assists DED and ED Executive Director in the annual review, preparation and administration of the organization's wage and salary and benefits program.
- Develops organizational strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organizational strategic thinking and direction; establishing human resources objectives in line with organizational objectives.
- Lead Diversity, Equity and Inclusion efforts, to ensure that strategies are developed, implemented, evaluated and refined as necessary that create environments of belonging free from harassment and discrimination.
- Implements human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations.
- Guides management and employee actions by researching, developing, writing, and updating Employee Handbook and related policies, procedures, methods, and guidelines. Develops appropriate processes to implement policies and provides training as necessary.
- Participates in or closely supervises and monitors investigations. Makes recommendations to Executive staff on necessary actions consistent with legal requirements.
- Ensures NYCP compliance with all existing federal, state, and local legal requirements, including monitoring the environment for anticipated and new legislation. Enforces adherence to requirements; advising management on needed actions to implement and monitor existing and new regulations.
- Knowledge of legislation on Employment Standards, Occupational Health and Safety, and Human Rights
- Manages employee communications and feedback through NYCP All Staff meetings, new employee orientations, newsletters, focus groups, satisfaction surveys, suggestion programs, and other relevant programs.

#### Qualifications:

##### Education/Experience

- Master Degree in Human Resources, Non Profit Management or related field
- At least 8 years of experience of progressive HR responsibility, more preferred.

##### Knowledge, Skills and Abilities

- Knowledge of legislation on Employment Standards, Occupational Health and Safety, and Human Rights
- Knowledge of the non-profit sector

#### Proficiency in the Use of Computer Programs for:

- Word processing
- Databases
- Spreadsheets
- E-mail
- Internet
- HRIS

#### Personal Characteristics

- Behave Ethically: Understand ethical behavior and business practices and ensure own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
- Build Relationships: Establish and maintain positive working relationships with others, including but not limited to senior management team, both internally and externally to achieve the goals of the organization.
- Demonstrate Understanding: Sensitivity and empathy for a diverse group of people across all levels and functions of the organization.
- Effectively Deal with Difficult Circumstances: Possess resilience, ability to handle challenging situations with a sense of urgency and fairness.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Connected to Mission: Able to connect and be inspired by the mission of NYCP and align with the purpose and values of the organization. Understand the role of the Human Resources in fulfilling the mission.

#### Working Conditions

- Senior Director of Human Resources works in an office environment
- Senior Director of Human Resources usually works a standard work week
- Senior Director of Human Resources may be required to work some overtime hours to attend meetings of the Board.

#### What We Offer

- Medical, Dental, and Vision benefits.
- 403 B Retirement benefit.

- Paid Holidays, Sick Days, and Vacation.
- Pre-tax Transit benefits.
- No-cost Life Insurance benefits.

NY Common Pantry is an equal opportunity employer and makes employment decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability status, or any other status protected by law.