



Fairfield County's Community Foundation Position Description

Title: Director of Human Resources, Full-Time (Exempt)

Reports to: Vice President of Operations

The Director of Human Resources is responsible for the overall administration, coordination and evaluation of the human resource function at Fairfield County's Community Foundation. Acting cross-functionally as the human resources change agent, the Director of HR is committed to strengthening the organization and its culture. The Director of HR drives a human resources culture with a high sense of urgency and a strong customer service orientation.

The Community Foundation is a fast growing, dynamic organization with bold goals and a vision of creating a vital and inclusive community where every individual has an opportunity to thrive. The culture of the organization is evolving to a more collaborative, results oriented focus.

Key Responsibilities:

1. Strengthen the organization and culture with a strong customer service orientation.
2. Develops, recommends and implements personnel policies and procedures. Annually reviews and makes recommendations to executive management for improvement of the organization's policies, procedures and practices on personnel matters.
3. Recruit candidates for open positions, including developing job descriptions with managers, reviewing applications, conducting first interviews and extending offers to candidates.
4. Develops and implements programs to strengthen the skills and competencies of staff to increase effectiveness, efficiency and impact.
5. Maintains responsibility for organization compliance with federal, state and local law pertaining to all personnel matters.
6. Revises job descriptions as necessary, develops staff recognition programs, manages the performance management program and revises as necessary, analyzes compensation.
7. Consults with legal counsel as appropriate, or as directed by the CEO, on personnel matters.
8. Coordinates or conducts exit interviews to determine reasons behind separations.
9. Performs benefits administration including annual re-evaluation of policies for cost-effectiveness.
10. Manages special projects as necessary that contribute to operational and human resource excellence.

11. Keeps records of insurance coverage, pension plans, and personnel transactions such as hires, promotions, transfers, and terminations.

Qualifications and Skills:

- Bachelor's degree required. Master's degree and/or HR certification preferred.
- 7+ years of human resource experience.
- Expertise across a broad spectrum of human resource disciplines, including strategy, organizational development, leadership and talent development, process and project management, compensation management, and human resource administration and training.
- Experience with designing and executing successful training programs.
- Superior communication skills. Can present ideas in a clear, concise manner and can adapt communication style as needed. Ability to be straightforward, articulate, and tactful with others.
- Excellent project management skills.
- Integrity and values that the organization can trust without reservation.
- Courageous and decisive with a bias for action but who is also a consensus builder.
- Team player who contributes to an atmosphere in which people work together, enthusiastically and effectively, to produce outstanding results.
- A good listener with a strong sense of self.
- Must be flexible with the ability to change, adapt and grow.

This position description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.

To apply:

Email cover letter, resume and salary requirements to: recruiting@fccfoundation.org. Please do not make telephone inquiries.

Fairfield County's Community Foundation is an equal opportunity employer