



Director, Human Resources

Position: Full Time / Salaried / Exempt

Supervisor: Chief Operating Officer

SUMMARY: The Human Resources Director is a strategic leader responsible for developing and executing human resources initiatives that support the organization's mission, strategic objectives, and culture. Working directly under the Chief Operating Officer, this position oversees all aspects of Human Resources including recruitment, onboarding, employee relations, performance management, compensation, benefits administration, compliance, organizational development, policy administration, HR systems, and workforce planning. The Director serves as a trusted advisor to executive leadership while ensuring compliance with all federal, state, and local employment laws and nonprofit best practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

HR Management & Administration:

1. Develop and implement strategic HR initiatives aligned with organizational goals.
2. Advise executive leadership on workforce planning and organizational development.
3. Maintain and update the Employee Handbook, HR policies, SOPs, and personnel procedures.
4. Develop HR metrics and executive dashboards.
5. Administer compensation planning, salary benchmarking, and classification.
6. Manage employee benefits, open enrollment, and leave administration.
7. Maintain personnel files and employment records.
8. Coordinate unemployment claims and workers' compensation claims.
9. Monitor employment law changes and recommend policy updates.
10. Support agency audits, grant personnel compliance, and HR documentation.

Recruiting & Hiring:

1. Oversee recruiting, interviewing, hiring, onboarding, orientation, and retention.
2. Ensure EEO compliance and equitable hiring practices.
3. Partner with department leaders on staffing strategies.

Employee Relations & Performance Management:

1. Advise managers on coaching, performance improvement, and disciplinary action.
2. Conduct workplace investigations involving misconduct, harassment, discrimination, retaliation, ethics, and policy violations.
3. Manage performance evaluation process.
4. Resolve employee relations issues while reducing organizational risk.

Training, Organizational Development, & Compliance:

1. Coordinate mandatory compliance training.
2. Lead change management and organizational culture initiatives.
3. Ensure personnel compliance for VA, federal, state, and private grant requirements.
4. Support CARF and other accreditation activities involving HR.

General Duties:

1. Adheres to Agency and Department policies and procedures
2. Participates in Agency and Department meetings and events.
3. Maintains confidentiality of all personnel matters.
4. Performs other tasks as directed.

SUPERVISORY RESPONSIBILITIES:

This position does not have direct reports.

QUALIFICATIONS:

Bachelor's degree in Human Resources, Business Administration, Organizational Leadership, or related field required. Master's preferred. Five or more years of progressive HR leadership experience. SHRM-CP/SHRM-SCP, PHR/SPHR preferred. Nonprofit HR experience strongly preferred. Possess valid, current driver's license.

Note: A resume and cover letter are required for application consideration.

OTHER SKILL, ABILITIES, AND QUALIFICATIONS:

- Veteran preferred.
- Excellent research and analytical ability and knowledge of various research approaches and methods.
- Excellent writing skills and solid verbal communications.
- Demonstrated knowledge of data management and systems.
- Excellent organizational, multi-tasking and time management skills.
- Broad capacity for global thinking and creative problem solving.
- Compassionate, energetic and team focused.
- Comfortable in individual, group, and public speaking environments.

BENEFITS:

Fun, mission-driven culture; excellent PTO policy; 401K and subsidized health care, dental, and vision plan.

HOW TO APPLY:

A resume and cover letter should be submitted to jobs@osdtn.org. No phone calls, please. Selected candidate must pass a drug test and a background check.

OSDTN is an equal opportunity provider of services and an equal opportunity employer-Civil Rights Act of 1964 and Americans with Disability Act of 1990. If you require support or adjustments during the job application or interview process, please contact us via email at jobs@osdtn.org or call 615-248-1981 and ask for HR. OSDTN is committed to complying with federal and state laws regarding individual needs, ensuring reasonable accommodations for applicants and candidates who may require assistance.