



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Director, Human Resources

OPEN: Immediately

LOCATION: Washington, DC

CLOSE: Until filled

CONTACT: Deputy Vice President, Human Resources

SALARY: Commensurate with experience

BACKGROUND

UnidosUS, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our community stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook, Instagram, and Twitter.

SUMMARY

The Director of Human Resources (HR) will work closely with the Deputy Vice President to ensure that UnidosUS uses best practices and meets the highest HR standards. The Director of HR will be an outstanding strategic thinker and serve as a thought partner with the Deputy Vice President to ensure that HR policies and procedures promote best practices and foster an organizational culture that promotes UnidosUS's values (Excellence, Accountability, Respeto) as well as welcomes diversity, equity, and collaboration.

UnidosUS's HR Portfolio consists of eight major areas: Staffing, Compensation and Benefits Management, Employee Relations and Engagement, Employee Development and Training, Performance Management, Data and Analytics, HR Compliance, and HR Legal. The HR Director must have a generalist knowledge of all these areas, with a particular emphasis on developing and overseeing HR functions within a national nonprofit, standardizing operating procedures and processes, analyzing HR data, and prove experience in enhancing training, professional

development, and performance management practices. In addition, they will serve to ensure legal compliance and implementation of the organizations mission and talent strategy. The Director of HR will also play an essential role in daily functions of HR that include payroll, recruitment/retention, compensation, and benefits which requires solid experience touching all aspects of HR. This position will report directly to the Deputy Vice President, HR, and will supervise the HR Manager and HR Coordinator. This position is based in Washington, DC.

RESPONSIBILITIES

Oversee Daily HR Functions

- Coordinate, and implement a range of activities and processes to support the organization's HR compliance and strategy.
- Oversee the administration of human resources, including, but not limited to, payroll, compensation, benefits and leaves of absence, disciplinary matters, disputes and investigations, performance and talent management, productivity, recognition and morale, and training and development.
- Develop programs and strategies to recognize staff achievements and contributions, provide opportunities for team building, and boost morale and well-being.
- Monitor and ensure compliance with federal, state, and local employment laws and regulations, and recommend best practices; review and modify policies and practices to maintain compliance.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; apply this knowledge to communicate changes in policy, practice, and resources to leadership.
- Assist the Deputy VP in developing and implementing HR budget.
- Facilitate professional development, training, and certification activities for HR staff.
- Perform other duties as required.

Compensation & Benefits Management

- Oversee biweekly payroll update process to include approved status change forms and other supportive paperwork.
- Benchmark compensation against the market using third party vendor.
- Manage and track employee compensation.
- Work with HR Manager, 401k plan administrator, and financial advisor to ensure compliance.
- Oversee management of HRIS system, including leaves of absence, benefits invoice reconciliations, and rollout of other platforms not currently being used.
- Ensure benefits invoices are processed and paid on a monthly basis and in a timely fashion.

Data & Analysis

- Analyze HR data and create reporting dashboards for all HR functions.
- Conduct research and analysis of organizational trends, including review of reports and metrics from the HR information system (HRIS) or talent management system.
- Accurately report on HR data, including aggregation of data, maintaining HR data quality, and the analysis of data.
- Assure data integrity is accurately maintained by creating and reviewing various standard and/or tailored HR reports on regular basis.

Performance Management

- Provide support and coordination on various projects and activities related to the performance management process.
- Review, monitor and analyze performance results organization-wide and report them accordingly.
- Contribute expertise to the development and delivery of performance management policies and procedures.

HR Compliance

- In partnership with HR Manager, review and approve all benefits forms 5500s for submission to appropriate federal/state agencies.
- Oversee the review and approval process of ADA Tax Forms.
- Partner with finance and participate in 401K audit.
- Ensure compliant HR processes and procedures for all aspects of HR.

Staffing

- Advise and guide all aspects of recruitment efforts (e.g., ensuring compliant job descriptions, finalizing position announcements, presenting jobs offers, etc.).
- Serve as sounding board to hiring managers across the organization for questions or additional resources needed.
- Ensure recruiter adherence to all hiring processes and best practice.
- Manage compliance with all federal, state, and local employment laws regarding recruitment.

Supervisory and Team Responsibilities

- Supervise, manage, and further develop HR Manager and HR Coordinator.
- Oversee the daily workflow of the team.
- Provide ongoing constructive feedback and timely performance evaluations.
- Collaborate with Deputy VP to understand the organizations goals and strategy related to staffing, recruiting, and retention.

QUALIFICATIONS

- Bachelor's degree required, master's degree in human resources, business administration, or related field preferred.
- Minimum of ten (10) to fifteen (15) years of human resource management experience required. Experience in a nonprofit setting preferred.
- Three (3) to five (5) years supervisory experience required.
- SHRM-CP or SHRM-SCP, PHR, SPHR, highly preferred.
- Proficiency with Microsoft 365, to include Teams platform required.
- Knowledge of and experience with ADP Workforce Now System, a plus.
- Steadfast commitment to UnidosUS mission, vision, and values (Excellence, Respect, Accountability).
- Familiarity and commitment with the U.S. Latino community, Latino nonprofit organizations, and the Latino market a plus.
- Must be service-oriented, diplomatic, flexible, and resourceful.
- Excellent communication skills (listening, oral, and written).
- Strong interpersonal and excellent written and oral presentation skills.
- Sound judgment and excellent analytical skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Impeccable organization skills and high degree of attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Superior multitasking skills and the ability to prioritize projects to meet deadlines.
- Proven strong problem-solving skills.
- Commitment to excellence and high standards.
- Keen understanding of organizational telework and key ongoing communication strategies for continued strong productivity.
- Ability to work independently and as a member of various teams and committees.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.
- Bilingual (Spanish/English) skills a plus.

Employment with UnidosUS is contingent upon successful completion of a background screen.

Please note: Only those applicants who submit a cover letter and résumé will be considered for this opportunity.

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS

hrmail@unidosus.org

Subject Line: Director, Human Resources

No phone calls please!

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.