

FOOD BANK FOR THE HEARTLAND, INC.

Position Description

Position Title: Director of Human Resources

Reports to: President and CEO

FLSA status: Exempt, fulltime

Incumbent's signature:

Date:

Supervisor's signature:

Date:

Position purpose:

Manage the human resource processes and procedures that support the strategic objectives of the Food Bank and promote a mission-driven, engaged culture, driving organizational success while directly supporting the organization's vision, mission and goals.

Essential accountabilities:

- Manage all aspects of Human Resources functions including, but not limited to: Employee Records, Payroll support, New Hire Orientation, & Benefits Management.
- Assist directors and managers with all Human Resources needs.
- Supervision of Administrative Specialist.
- Accountability for administrative budget items.
- Liaison to P&L Technology to ensure the business operations are properly supported with necessary systems and technology.
- Serve as a member of the FBFH leadership team.

Knowledge, skills, and abilities:

- Commitment to the FBH's mission and values
- Excellent oral and written communication skills
- Proficiency with Microsoft Office products
- Professional dress and demeanor
- Ability to initiate, coordinate and measure effectiveness of human resource programs and work with minimal daily supervision
- Strong customer focus
- Availability for occasional night and weekend work.

Education and experience:

- Bachelor's degree required;
- PHR or SPHR preferred
- 5 years previous HR experience required

Working conditions: Typical office setting; some driving is expected but not required; transportation is essential.