

POSITION PROFILE

DIRECTOR OF HUMAN RESOURCES

BLUE RIDGE AREA FOOD BANK

The Blue Ridge Area Food Bank, a member of the Feeding America network, seeks candidates for the position of Director of Human Resources.

Established in 1981, the Blue Ridge Area Food Bank's **mission** *is to provide nourishing food to our neighbors in need through vibrant community partnerships and passionate public support.* With an annual operating budget of \$7.9 million and 49 employees, the organization serves 25 counties and eight cities. In FY18, the Blue Ridge Area Food Bank distributed 25.3 million pounds of food through distribution centers in Charlottesville, Lynchburg, Winchester and Verona and a network of partner agencies – food pantries, soup kitchens and shelters.

Headquartered in Verona, in Virginia's beautiful Shenandoah Valley, the Blue Ridge Area Food Bank operates with the **vision** *that everyone has enough to eat, and the core beliefs* *that hunger is unacceptable, that everyone deserves access to enough food, that food sustains life and nourishes health, and that we are called to serve neighbors in need without judgement.*

The Director of Human Resources is a vital member of a dynamic senior leadership staff. They build on a legacy of progressive and thoughtful leadership in support of this exceptional organization's mission, vision, and core beliefs.

Position of Director of Human Resources

The Director administers a comprehensive human resources program including recruitment and hiring, classification and compensation, benefits management, and employee relations. The Director offers a broad understanding of human resources, attends to detail and compliance, writes and updates policies and procedures, authorizes payroll, and exhibits understanding and creativity in fostering a positive work environment and in developing employee training and engagement programs.

A strong staff resource, the Director of Human Resources understands and helps to translate for staff the relevant government and agency regulations, organizational policies, and employee benefits. They are a thought partner for members of the leadership team, and a confidential resource for all staff on an ongoing basis and as issues may arise. The Director thrives in a growing, dynamic, mission-driven organization and embraces the opportunity for continuous improvement and evolution.

Recruitment and Hiring

Working closely with the senior management team and Executive Director, the Director assists in identifying staffing needs and opportunities. Working with the hiring supervisor,

the Director oversees the recruitment and hiring of employees. The Director facilitates employment offers and the orientation process to assist hires in becoming familiar with their role and the organization.

Classification, Compensation, and Evaluation

The Director administers a classification system to ensure position descriptions are accurate and that salary ranges attract and retain qualified applicants/employees. They evaluate each position classification for compliance with FLSA exempt/non-exempt status. The Director oversees an organizationally consistent evaluation system, reviews evaluations, and partners with supervisor in responding to any performance issues.

Benefits Management

The Director administers a robust benefits program that is market competitive and proactively responds to employee feedback and need to explore programmatic opportunity. They ensure changes in benefits plans and open enrollment information are provided to all employees and work with benefit vendors to update services, monitor and ensure compliance with all regulations.

Training and Organizational Development

The Director fosters the Food Bank's positive, professional, and mission-driven organizational culture and is committed to diversity, cultural sensitivity, and equity. Along with facilitating trainings that are required for compliance, the Director develops a robust training calendar with professional development opportunities identified for staff off-site as well as internally. They work with staff in the Food Bank's central and satellite branches to address different challenges that the locations face.

Candidate Profile

The ideal candidate is an accomplished human resources professional, a clear and effective communicator, excellent listener, and strong collaborative partner. They bring knowledge and an appreciation for cultural and socio-economic diversity and demonstrated passion to help those in need.

Additionally, the Director has:

- Broad experience in human resources administration, with a strong knowledge base related to legal compliance, regulations, and benefits administration.
- Awareness of trends and developments in the field, including employee development opportunities, communication tools, organizational development principles, recruitment and retention strategies, and flexible work opportunities.

- Deep appreciation of the impact of organizational culture and values on organizational performance.
- Ability to communicate clearly, effectively, and professionally, including ability to give honest and clear feedback.
- Strong office skills, including knowledge of Microsoft Office and comfort with online systems and programs.
- Ability to collaborate and actively listen.
- Strong analysis and planning skill with the ability to analyze information and develop creative solutions and/or alternatives.
- A commitment to professionalism and confidentiality.
- Exceptional organizational and time management skills.
- Bachelor's degree required and Master's degree preferred in Human Resources, Organizational Leadership, related area or equivalent amount of training and experience.

Candidates must be willing to complete a background check prior to employment.

Compensation and Benefits

Blue Ridge Area Food Bank is an equal opportunity employer and offers a competitive salary and benefit package. Salary will be based on experience.

Interested candidates should provide a cover letter, resume and list of references to nbowman@brafb.org or mailed to:

Nancy L. Bowman, Director of Human Resources
Blue Ridge Area Food Bank
P.O. Box 937
Verona, VA 24482-0937

The position will be open until filled. Applications received by September 17, 2018 will be considered as part of the initial review process.

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