



Job Description

JOB TITLE: Director of Human Resources

SCOPE: Full-Time/Exempt

SUPERVISION: This position reports to the President and CEO

ORGANIZATION SPOTLIGHT: DOORWAYS, a nationally-known interfaith non-profit, empowers clients to overcome poverty, HIV, and homelessness by providing numerous social services that improve Housing, Health and Hope. As a bi-state agency with broad impact, we assist over 3,500 clients annually. On the heels of opening our innovative 3-acre \$40M Jefferson Ave. Campus, we are poised to expand our programming to improve service provision, while taking the organization to new levels.

WHAT WE'RE LOOKING FOR: The ideal HR Director will be a dynamic professional capable of overseeing all functions related to talent management, benefits, training, employee engagement and special projects. Candidates must demonstrate the ability to thrive in a growing, fluid organization never satisfied with the status quo; the HR Director will join a team of skilled and committed leaders charged with propelling the mission forward.

WHAT YOU RECEIVE: The opportunity to work in a diverse environment with staff that exudes endless compassion. DOORWAYS is a fast-paced and jovial workplace that strives to eliminate obstacles for our clients. Benefits include highly competitive salary, health insurance, retirement savings and matching, mileage reimbursement, paid time off, and more!

MAJOR DUTIES AND RESPONSIBILITIES

- Ensure all policies and procedures of the various programs adhere to applicable Federal and State guidelines. Guidelines include but are not limited to EEO, ADA, OSHA, FMLA, HIPAA, COBRA, and ERISA.
- Provide day-to-day benefits administration services such as retirement plans, healthcare reimbursements, flexible spending, employee assistance programs, and disability. The HR Director will also be responsible for any administration associated with the Affordable Care Act.



- Work closely with leadership in response to major growth, including building capacity for new program offerings, developing new position descriptions, and overseeing the updating of a compensation study.
- Assists with training opportunities for agency-wide and individual needs including new employee orientation or onboarding, professional development, and leadership enhancement.
- Team with Board of Directors and Leadership to develop comprehensive diversity, equity, and inclusion initiative.
- Oversee 90-day and annual performance review process and conduct annual employee satisfaction survey.
- Manage the recruitment process for exempt and nonexempt employees and interns, using the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
- Assists with payroll processing and partners with Finance to maintain accurate payroll and employee databases.
- Oversee and plan Agency's health and wellness initiatives and promote year-long campaign to promote employee wellness.
- Chair and lead employee engagement committee (EEC) to plan morale boosting events throughout the year, including employee picnic and holiday gatherings.
- Work with and advise all leadership in personnel decisions, including disciplinary action and plans of improvement.
- Maintain/monitor all personnel records to ensure proper compliance from various annual audits.
- Research and develop organizational policies to further formalize the agency and decrease risk.
- Other human resource duties and projects as assigned.

WORKING CONDITIONS

This position may require working off-site for events and meetings on occasion. Assigned hours are at the discretion of the President/CEO and will generally include usual office hours of 8:30 a.m. to 5:00 p.m., Monday thru Friday split between our two campuses in St. Louis City. This position requires the Director to be on-site and is not eligible for regular remote work at this time.



QUALIFICATIONS

EDUCATION AND EXPERIENCE

- A Bachelor's degree is required.
- At least three years of HR experience is required.
- Nonprofit experience is a plus but not a requirement.
- HR Certification (i.e. SHRM or equivalent) is a plus but not required. Any candidate hired without the certification is expected to obtain it within a year of employment.

SPECIFIC REQUIREMENTS

- Must be able to read, write and speak the English language.
- Must be able to follow written and oral instructions.
- Must have proficient knowledge of Microsoft Office software, especially Word, Excel, and Outlook.
- Must be able to multi-task in a fast paced, high energy work environment.
- Must be able to work well as a team member and also be a self-starter who is able to work independently.
- Must have a positive attitude on a daily basis and work well under high pressure, short-term deadline situations.
- Excellent writing and language skills.

PHYSICAL REQUIREMENTS

The Human Resources Director will do a large part of their work at a computer and must be able to spend extended periods of time typing and reading at a computer. The Director may be needed to lift, pull, or push items that weigh in excess of 20 pounds.

This job description in no way states or implies that these are the only duties the Human Resources Director will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

DOORWAYS provides equal employment and social service opportunities to all regardless of race, color, sex, national origin, ability, military service eligibility, veteran status, marital status, disability, gender, gender identity, gender expression, sexual orientation or any other category protected by law. We strongly encourage and seek applications from women, people of color, members of the LGBTQIA+ community, as well as individuals with prior contact with the criminal justice system. DOORWAYS complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities.