



Vice-President of Human Resources

Agency Mission: To create & support one-to-one mentoring relationships that ignite the power and promise of youth.

Agency Values:

- | | |
|-----------------|------------------|
| -Excellence | -Relationships |
| -Integrity | -Ownerships |
| -Growth Mindset | -Respect & Trust |

Position Summary

To develop, implement and evaluate ongoing HR policies, procedures, functions, and activities. Ensure that the Big Brothers Big Sisters of Central Ohio is in full compliance with HR policies and procedures that align with current laws and regulations. The Vice President of Human Resources (VP of HR) will partner with the Leadership Team to define, create, and lead the talent and development efforts, fostering a culture of committed leaders and managers and continuous learning capable of supporting a foundation for growth and success.

Essential Responsibilities

- Oversees, develops, and executes talent acquisition and retention strategies and plans, including directing the agency-wide employment programs for recruitment and retention strategies, candidate identification and selection methods, and diversity and inclusion strategies and measurements.
- Assist the President/CEO in the daily administration of other HR services as directed or assigned, including but not limited to recruitment and selection, promotions, and administration, affirmative action/EEO compliance, job classification, performance evaluation, and employee relations in accordance with quality management principles and overall objectives of the organization.
- Builds a comprehensive diversity and inclusion strategy and implements diversity and inclusion as a capability throughout leadership and in the organization.
- Leads and develops results-driven performance management tools and processes that integrate with the agency's values and core competencies.
- Develop, prepare, generate, and analyze data regarding employee personnel information and data, including but not limited to issues such as benefit costs, staffing levels turnover, absenteeism, recruitment, Affirmative Action/EEO, compensation, promotions, etc.

- Maintain and expand knowledge and understanding of existing and proposed federal and state laws/regulations affecting human resources management. Interpret appropriate laws and policies and advise management, employees, and retirees accordingly.
- As directed, participate in the investigation and resolution of ongoing employee relations problems, anticipate problems whenever possible, and develop, recommend, and initiate appropriate resolution steps.
- Oversees and maintains personnel functions, including but not limited to; employee records, employee orientations, policies and procedures, and benefits program.
- Ensure all policies and procedures align with Big Brothers Big Sisters of America's Standards of practice.
- Assist all subsidiary agencies with human resource practices and provide ongoing support as needed.

Key Job Competencies
Strategic Agility – Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.
Organizing – Can marshal resources (people, funding, material, and support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
Results – Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Process Management – Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.
Perseverance – Pursues everything with energy, drive and a need to finish; seldom gives up before finishing; especially in the face of resistance or setbacks.

Cultural Competencies
Accountable – We rise above our individual circumstances and demonstrate the ownership necessary to achieve desired results. We live "above the line" not "below the line". We don't make excuses for our shortcomings like "I didn't know", "that's not my job", "no one told me", "I didn't understand", etc. We practice the four step accountability process of (1) SEE IT. (2) OWN IT. (3) SOLVE IT. (4) DO IT. We manage up.
Adaptable – We are always open to change so our agency can respond quickly to a problem or opportunity. We understand that standing still or protecting the status quo is not a viable option. We are willing to jump in and make things happen. We focus on impact, use data, quantitative and qualitative, to make decisions, as close to the issue as possible. We understand that with each change there are new opportunities to improve our services AND advance our careers.
Coachable – We are capable of listening, willing to take constructive feedback and make the necessary changes to be more efficient and effective.

Confident – We approach our work with confidence giving our many audiences, internal and external, assurance that our brand and outcomes are worth the investment of their time, talent and treasure. We demonstrate our professionalism through our thoughtful work, professional appearance and clear and consistent communication. We regularly, formally and informally, communicate our successes and challenges, not only to our teams and supervisors but with others inside and outside the agency who may be of assistance. We know that EVERYONE is available to assist. We “communicate” with others in ways that can be “heard” and we understand the value of closing the loop in conversations. We also know how to apologize when necessary.

Resilient – We are always determined to deliver the very best product/program/service AND reach our goals. We are hard workers. We love our work and understand that we must “study our craft” (i.e. read book and articles, attend learning/training sessions, seek out mentors) if we are going to maintain the highest program standards and grow professionally within a high performing agency. When we are knocked down, we focus on the positive, get back up and rebuild.

Supportive – We recognize that life throws curve balls and some days are tougher than others. We are here to support each other. We show love and respect to all. We believe in teamwork. We work hard together, find time to enjoy each other and celebrate accomplishments, especially those where we have triumphed over great challenges and uncertainty.

Grateful – We are thankful to ALL who give to our organization - Board of Directors, staff, Big Brothers/Big Sisters, individuals, corporations, foundations, government, in-kind donors (i.e. tickets to sporting events), holiday adopters, new renters, etc. We appreciate everyone’s generous engagement in our mission and we find meaningful and consistent ways to show our appreciation and share new opportunities.

EDUCATION & RELATED WORK EXPERIENCE

- Bachelor’s degree preferred; significant experience can substitute for degree
- 3+ years in organizational and/or programmatic leadership
- Strong bias for thoughtful action, highly relationship-oriented, someone who can accomplish work with and through others via purposeful collaboration;
- Experience working with all levels of leadership and staff; ability to prepare and present to senior teams and Board of Directors
- Confident and self-aware; ability to use appropriate communication style for various groups across the agency;
- Strong project planning and management skills; able to manage multiple key projects simultaneously.
- Displays and demonstrates passion, professionalism, and a personal commitment with a nuanced understanding of our principles of equity, diversity, and inclusiveness.

Equal Employment Opportunity

BBBSCO provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

To help achieve the mission of the agency, the Director of Human Resources may have to assume additional tasks and responsibilities as assigned by the Chief Financial Officer or their designee.

This job description should not be interpreted as an employment contract. The Agency reserves the right to unilaterally and periodically modify this job description as is consistent with its goals and objectives.

If you have any questions or do not understand the job description as written, please see the Chief Financial Officer immediately. If you understand everything completely, please sign and return to the Chief Financial Officer.

Name

Date