



FOR OAK CLIFF ROLE DESCRIPTION

Role Title: Director of Human Resources	Job Status/Compensation: Full-time, exempt	Reports to: Chief Executive Officer
Team Member Name: TBD	Start Date: August 2022	Date Written: July 2022

About For Oak Cliff:

For Oak Cliff provides culturally responsive programming to liberate South Oak Cliff from systemic oppression by creating a culture of education and improving social mobility and social capital. We accomplish our mission in partnership with our community through our four pillars: Education, Arts, Community Building and Advocacy.

Role Summary:

The Director of Human Resources (HR) is a key member of the executive team who provides executive-level leadership and guidance to the organization's HR and people operations. The Director is responsible for sustaining a welcoming and encouraging culture at For Oak Cliff, internally and externally, while overseeing, implementing, and evaluating legally compliant human resources policies, procedures, and best practices, and identifying and implementing long-range strategic talent management goals.

The Director of HR serves as the "chief culture officer" in partnership with the CEO. They expand our view of what community care looks like within our team and with our community members. They will partner with all FOC staff to ensure HR policies and practices are integrated into all areas of the organization.

Duties/Responsibilities:

- Build a liberated, compassionate human resources infrastructure within the organization that aligns with For Oak Cliff's mission and values; An HR foundation that meets us where we are today and grows with us into our bright future.
- Recruits, interviews, hires and trains staff.
- Oversees the daily workflow of all departments and people operations throughout the organization.
- Curates and oversees onboarding and exit experience for employees and makes recommendations for improvements.
- Serves as a critical leader to keep morale lifted.
- Creates and identifies training and development opportunities for staff members.

- Collaborates with executive leadership to define the organization's long-term mission and goals; identifies ways to support this mission through talent management.
- Identifies key performance indicators for the organization's human resource and talent management functions; assesses the organization's success and market competitiveness based on these metrics.
- Researches, develops, and implements competitive compensation, benefits, performance appraisal, and employee incentive programs.
- Ensures compliance with employment, benefits, insurance, safety, and other laws, regulations, and requirements.
- Maintains knowledge of laws, regulations, and best practices in employment law, human resources, and talent management.
- Drafts and implements the organization's staffing budget, and the budget for the human resource department.
- Participates in professional development and networking conferences and events.
- Performs other duties as assigned.

Role Qualifications:

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Thorough knowledge of employment-related laws and regulations.
- Knowledge of and experience with varied human resource information systems.
- Proficient with Microsoft Office Suite or related software.
- Passion for creating positive change in the Superblock.
- Alignment with our values of Courage, Liberation, Love, and Wisdom.

Preferred:

- Resident or native of the Superblock within our targeted 75216 zip code
- Conflict resolution and/or peacekeeping experience
- Experience with and finds joy in relationship/fund cultivation with people from a myriad of backgrounds with diverse experiences.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's or law degree highly preferred.
- At least ten years of human resource management experience required, with strategic, talent management, and nonprofit leadership experience highly preferred.
- SHRM-CP/ SHRM-SCP and/or PHR/SPHR is strongly preferred.
- Physical Requirements:
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

To apply for this position, send resume and cover letter to Reception@foroakcliff.org.