

Feeding Southwest Virginia

Job Description

Position Title: **Executive and Human Resources Director**
FLSA Status: Exempt
Salary Grade: 18
Department: Executive/Administrative
Location: Salem Facility
Supervisor: President and CEO
Supervises: Administrative Associate/Receptionist
Revised Date: 1/1/2020

Position Purpose:

The Executive and Human Resources Director will support the mission of Feeding Southwest Virginia and is responsible for support to the President and CEO and as support and liaison for the Board of Directors. The Executive and Human Resources Director will have the same access to Food Bank information as the President and CEO. He/she will be fully aware of the President and CEO's affairs and will have the full confidence of the President and CEO.

Position Essential Functions and Responsibilities:

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions or responsibilities listed below.

Position Responsibility (Expected Work)

1. As the Executive and Human Resources Director, he/she will demonstrate a professional demeanor in interactions with all FSWVA staff, agencies, and government officials.
 - Keep informed and consistently practice the policies and procedures of Feeding Southwest Virginia, Feeding America national office regarding compliance standards.
 - Possess knowledge of Feeding Southwest Virginia and all programs.
 - Possess knowledge of HR policies and practices.
2. The Executive and Human Resources Director reports to the President and CEO, is an integral member of the senior leadership team and is responsible in directly supporting the work of the President and CEO and indirectly supporting the work of the Board of Directors.
 - Serve as a member of the management team and as such is responsible for providing leadership in decision-making and vision building for the Food Bank.
 - Maintain the full confidence of the President and CEO.
 - Will serve as liaison between all managers and staff including the branches in the event of the President and CEO's absence. When a problem or time sensitive issue arises, will gather intercept and/or accept all information related to the matter and after proper research and/or discussion with the director will deliver a response or resolution to the issue in a timely fashion.
 - Pass carefully documented messages to and from the President and CEO.
 - Handles travel arrangements for the President and CEO.
 - Prepare the President and CEO's expense account.
 - Rationalize the President and CEO's working schedule and drive the President and CEO's agenda(s).
 - Enhance the President and CEO's rapport with the Board and managers with thoughtful communication initiatives.
 - Facilitate the external interfaces of the President and CEO with professional responsiveness.
 - Updates and maintains Organizational Manual, Organizational Chart, Dashboard and other reports.
 - Maintain Board files including all documentation regarding Board Meetings, Minutes, Members, and Conflict of Interest Statement documentation.
 - Initiates the President and CEO Performance Review annually.
 - Serves as backup for the Receptionist in mail processing, entering checks and donations.
 - Enters data into the Feeding America NAR annually.

- Ensures departmental SOP's are current.

Human Resources:

- The Executive and Human Resources Director administers a comprehensive human resource program to include recruitment and hiring, classification and compensation and employee relations.
- Works with supervisors in writing job descriptions and updates position descriptions.
- Oversees the recruitment and hiring of employees including writing and placing ads, logging applications, working with supervisor to identify applicants to interview, writing interview questions, preparing interview packets, a part of the interview process, conduct background and pre-employee testing, and making the initial employment offer.
- Supports senior leaders in the areas of recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff as well as terminations. Processes all associated paperwork.
- Initiate inquiries of manager-escalated problems and prepares a written description for the President and CEO.
- Works with legal counsel or the Personnel Chair as needed regarding personnel matters in managing complex employee relations issues including conducting investigations.
- Initiates the performance reviews process, reviews and keeps CEO apprised of results.
- Drafts and revises employee handbook policies for approval of the CEO and Personnel Committee and informs staff of new policy and/or policy changes.
- Maintain the personnel handbook, administrative personnel records and reports.
- Maintain spreadsheet triggering employee benefit tenure changes.
- Oversees the compensation system including making recommendations on salary ranges, market adjustments, and position grades in ensuring a fairly compensated staff.
- Authorizes payroll of all hiring and terminations of employees and changes in wage information.
- Responsible for preparing and distributing routine communications to staff regarding recognition and company information.
- Maintains and retains HR and personnel records ensuring confidentiality of information.
- Conducts exit interviews.
- Process payroll leave sheets through the appropriate documentation process.
- Plan employee events.
- Provide staff training as needed or requested.

Diversity:

Demonstrate a core value of diversity by modeling and ensuring diversity and cultural competency (respect, inclusiveness, reflecting, valuing and welcoming of cultural differences) in all position responsibilities regardless of age, color, disability, gender, gender identity or expression, social class, marital status, national origin, race, ethnicity, religion, sexual orientation, veteran's status, nationality, age, language, origin or employment status.

Other functions:

- Promote a cooperative spirit within the organization and among internal and external participants.
- Perform other duties as assigned by the President and CEO.

Interface: Responsible in maintaining positive relationships.

- Interactions with the Board of Directors, member agencies, the general public, vendors, donors and key contacts.

Minimum Skills and Qualifications required to capably performing in the position.

Training, Education and Experience:

Education:

- Associate's Degree or equivalent combination of education and 5 years' experience in an executive level office environment required. Prefer a Bachelor's Degree.

Experience:

- Previous leadership experience with responsible decision making authority in the management and evaluation of work assigned to personnel required.
- Strong supervisory and leadership skills, to include delegation, strategic management, motivation, managing conflict, coaching/counseling, mentoring, etc.
- Management and direct supervisory skills.

Knowledge, Skills and Abilities:

- Ability to analyze information and develop creative solutions and/or alternatives.
- Ability to work well under pressure, with good judgement and decision-making abilities.
- Ability to lead, delegate and motivate.
- Ability to build positive working relationships, both internally and externally.
- Strong planning skills.
- Excellent attention to detail and accuracy.
- Excellent written and verbal skills, and the ability to present and train.
- Possesses versatility, flexible and a willingness to work with constantly changing priorities and deadlines with enthusiasm.
- Position requires a high-degree of professionalism.
- Strong interpersonal skills and ability to interact with internal and external audiences are required.
- Ability to develop and maintain productive working relationships with staff and from all areas of the organization is necessary.
- Strong customer service ethic is required.
- Limited occasional evening and weekend work required for special events.

Allowable Substitutions: Combination of education, experience, and/or training that provides the required knowledge and skills for the position may be considered in lieu of education and/or experience at the company's discretion.

Language Skills:

- Must have professional written and verbal communication skills with demonstrated ability to communicate effectively and convey concepts in an understandable way.
- Ability to communicate effectively with all Board Members and staff members.

Mathematical Skills:

- Ability to perform basic math functions.

Technical/Computer Skills:

- Proficiency required in the use of Microsoft Office Word, Excel and Outlook Software.
- Capable of learning and independently operating equipment required for the position including but not limited to printer, multi-use copier, and phone system.

Other Skills and Abilities:

- Ability to maintain confidentiality at all times.
- Must be reliable and dependable.
- Positive work ethic, good relationship management skills and team-oriented attitude.
- Maintain compliance with established Food Bank directives, policies and external regulations.

Licenses and Certificates:

Valid Driver's License and own transportation to work required. Maintain safe driving record in driving company vehicles.

Team Commitment:

Considers the benefits and consequences to the team when taking action, openly shares ideas and information with others, effectively completes work activities with and through others, helps others achieve goals and complete work to meet the needs of the team and the organization. Criticizes actions, when necessary, not people and effectively negotiates win-win outcomes.

Executive and HR Director, Job Description, page 4

Flexibility:

Be willing to work overtime and mandatory days set forth by the organization on short-notice. Be willing to work flexible coverage as needed.

Physical Demands:

The demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the tasks outlined in this job description.

The position operates primarily in an office setting within the food bank. This position requires sitting at a desk and in meetings for long periods of time and involves extensive computer work with frequent interruptions. Vision abilities required include close vision and the ability to adjust focus. Routine travel to meetings, functions, and special events is normal. Occasionally, may be required to respond to organizational needs outside of normal working hours. The employee may be required to push, pull, lift, and/or carry objects up to 30 pounds. With forklift traffic in the facility and product stacked and stored throughout, this position requires someone who is mobile and who can hear and watch for traffic and normal hazards of a warehouse environment. Occasionally, conducts work in an external environment requiring driving. Conducts work in a fast paced and deadline driven environment.

Work Environment:

Feeding America Southwest Virginia is an equal opportunity employer and embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential. This description provides information regarding the essential function of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments the individual may be given. This job description is not an employment agreement or contract.

I understand the requirements of the job.

Employee: _____
(Please print name)

Date: _____

(Employee Signature)

Supervisor: _____
(Please print name)

Date: _____

(Supervisor Signature)

