

## JOB DESCRIPTION

<b>Job Title:</b>	HR Director	<b>Date:</b>	January 2023
<b>Department:</b>	HR	<b>Classification:</b>	Exempt
<b>Reports to:</b>	CFAO	<b>Pay Range:</b>	\$80,000-\$100,000
<b>Supervises:</b>	N/A	<b>PT/FT Hours:</b>	FT - 40 Hours Per Week
<b>Location:</b>	CEF Office/Remote		

### Organization Description

Colorado Enterprise Fund (CEF) is a nonprofit organization dedicated to the success of small businesses. We are committed to creating meaningful impact in Colorado's communities by providing equitable access to funding for entrepreneurs who cannot access to bank loans and other financial resources, because entrepreneurship is a proven means of fostering economic mobility and wealth creation. At CEF we see our impact through the growth and success of the businesses we fund and how they advance the prosperity and well-being of their community. As a Community Development Financial Institution (CDFI), we specialize in offering loans, grants, and business coaching to entrepreneurs. We are committed to serving all small businesses, and we target resources to Black, Latino, women, and veteran owned businesses, especially those located in low to moderate income areas.

Founded in 1976, CEF is one of the oldest and most respected CDFIs in the country and has received numerous awards including SBA National Community Lender of the Years and the Martin Luther King Ethics in Business Award. We have distributed over \$250 million in capital throughout Colorado to businesses that lacked access to traditional financing resources.

### Overview of Position

The Director of People & Culture will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices. In addition, they will oversee developing and improving programs related to employee morale and satisfaction. Central to this role is the promotion of a positive organizational culture consistent with CEF's Guiding Principles.

### Essential Duties/Responsibilities

#### HR Duties

- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Leads the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.

- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Responsible for administration of the Employee Handbook
- Leads and administers the Annual Performance Review Process.
- Conducts compensation analysis as necessary.
- Administers CEF Benefit programs, liaises with the CEF benefit broker, and coordinates open enrollment.
- Prepares payroll.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Develops and implements departmental budget.
- Facilitates professional development, training, and certification activities for HR staff.
- Performs other duties as required.

#### **Employee Relations**

- Promotes a positive organizational culture consistent with CEF's Guiding Principles.
- Leads and facilitates the employee relations program and related functions.
- Maintains, develops, recommends, and implements program objectives, policies, and procedures.
- Develops and pursues new goals and objectives for improvement in areas of employee relations.
- Communicates with employees regarding employee relations concerns; provides guidance and recommendations for resolution of issues.
- Mediates and/or coaches as necessary to resolve employee relations issues.
- Counsels employees on concerns related to applicable Equal Employment Opportunity laws including Title VII, the Americans with Disabilities Act, the Age Discrimination in Employment Act, and other similar federal and state laws.
- Assists managers and supervisors in understanding and implementing company policies related to performance, discipline, and related topics.
- Performs other related duties as assigned.

#### **Education/Experience**

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred.
- At least five years of human resource management experience required.
- SHRM-SCP highly preferred.

### **Knowledge, Skills & Abilities**

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.
- Thorough understanding of human resources and labor relations principles, practices, and procedures.
- Excellent management skills.
- Ability to develop and maintain positive relationships with employees, boards, officials, directors, and other stakeholders.
- Working understanding of statistical concepts and methods of data collection.
- Ability to compile, research, and analyze information.
- Ability to compose and present comprehensive reports.
- Ability to acquire a thorough understanding of the organization's hierarchy, jobs, qualifications, compensation practices, and the administrative practices related to those factors.

### **Workspace/Physical Requirements**

- CEF is a remote-friendly workplace; CEF provides all employees with a laptop, two monitors with port, and a wireless mouse and keyboard
- In-person workspace at CEF offices is available
- Prolonged periods of sitting at a desk and working on a computer

### **Benefits**

CEF currently provides Kaiser Permanente health insurance, Guardian vision insurance, and Anthem dental insurance. CEF covers 80% of the employee premium and 50% of family dependent premiums for all named insurance benefits. CEF also offers a 403b retirement plan through MetLife with an employer matching up to 3% of an employee's contribution. CEF also offers a Flexible Spending Account for childcare and health care. Our generous time off policies include ten (10) paid holidays per year, paid vacation, and paid health and wellness time. We offer flexible work arrangements.

### **Disclaimer**

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

**Equal Employment Opportunity**

Colorado Enterprise Fund is proud to be an equal opportunity employer. We encourage anyone, regardless of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, pregnancy, or any other classification protected by law, to apply. CEF practices and champions inclusiveness in our community. We honor all community members' diverse strengths, needs, voices, and backgrounds. Candidates from traditionally marginalized communities are especially encouraged to apply.

**How to Apply**

Please email your cover letter and resume to Marleene Buttice, HR Business Partner with Colorado Enterprise Fund, at [mbuttice@hrendagementanalytics.com](mailto:mbuttice@hrendagementanalytics.com).