

The Organization

This confidential search is for a local non-profit that has been an established member of the St. Louis community for over 50 years.

The Position

The HR Director is a trusted member of the leadership team. This role is strategic, but also hands-on and will provide full HR lifecycle support in the areas of recruitment, talent management, workplace planning, compliance, employee engagement, and company-wide culture. The HR Director will provide support to company leaders in areas like coaching/development, organizational design, succession planning, talent assessment and development, compensation, employee relations, and more.

Major Duties & Responsibilities

- Provide guidance and strategic direction for developing an engaging and high performing workforce.
- Oversee all aspects of employee relations; ensure policies are administered fairly and consistently by providing consultative support to managers and supervisors
- Ensure legal compliance with all applicable local state and federal employment laws, including but not limited to FLSA, FMLA and ADA to minimize risk/exposure to the company
- Oversee recruiting and staffing process ensuring compliance with EEO, FCC and Affirmative Action; design and implement employee retention strategies
- Review payroll processing and reporting
- Conduct employee investigations and oversee all escalated employee issues, including ethics point reports
- Oversee Human Resources communications
- Monitor processes and ensure accurate maintenance of employee files and HRIS database
- Review and oversee unemployment and workers compensation claims
- Possess comprehensive knowledge of employee benefit programs, and oversee annual enrollment
- Participate in budget planning and manage departmental expenses
- Manage Labor Relations Program, coordinate and participate in negotiations as needed
- Perform other duties as required

Qualifications & Experience

- Bachelor's degree in human resources, business, or organizational behavior or related field master's degree preferred
- Certifications for Human Resource Professionals (PHR, SPHR) preferred
- Minimum 7 years' experience as an HR generalist/manager/director
- Proven progressive HR experience where both day to day and strategic efforts are required.
- Excellent communication skills with the ability to analyze and present information in such a way that it is understood by everyone within the organization
- Able to effectively delegate and develop team members
- Knowledgeable in the legalities of business law in relation to HR and employee employment rights, including wage & hour laws, recruiting, and any other federal, state, or local laws
- Strong ability to develop relationships and partner with employees at all levels
- Extremely well organized and methodical in your approach to problem solving and be able to manage multiple tasks
- Demonstrated experience in working alongside executive leadership