



DIRECTOR OF HUMAN RESOURCES

ABOUT STRIVE

STRIVE is a leading national nonprofit organization focused on creating opportunity and breaking cycles of poverty for men and women in low-income communities across the United States. Its proven employment model helps individuals permanently lift themselves and their families out of poverty through intensive attitudinal and skills training programs that lead to good careers and mobility.

Based in New York City, STRIVE operates a flagship East Harlem training center and oversees an affiliate network of 20 independently-operated nonprofit organizations in cities nationally. In its 30 years, STRIVE has brought economic self-sufficiency, dignity, and a brighter future to over 70,000 individuals and their families.

STRIVE's Five Pillars evolved out of decades of research and include Core Attitudinal and Job Readiness Training; Occupational Skills Training; Case Management; Job Placement; and Job Retention, Advancement, and Ongoing Follow-Up.

Through this comprehensive group of services, STRIVE addresses the specific barriers faced by its clients, which might include a lack of skills, education and work history, a criminal record, systemic disconnection from work and school, and long-term dependence on public assistance. STRIVE's commitment to each graduate is lifelong.

For more information, please visit <http://striveinternational.org>.

THE OPPORTUNITY

Over the past five years STRIVE has doubled its budget, nearly doubled the number of staff, tripled the number of at risk New Yorkers it serves, and expanded services nation-wide.

STRIVE is at a true inflection point as we launch into 2018, in which a new and strategic approach to human resources is essential to our ability to elevate our organization to the next level of performance. To ensure we are achieving the maximum impact for vulnerable New Yorkers, STRIVE needs to apply the same analytical rigor and strategic approach to human resources as we do to managing program performance.

Reporting to the Chief Financial Officer and in partnership with STRIVE's Executive Team, the Human Resources Director will oversee all talent management and human resources activities for STRIVE's team of 50+ talented individuals.

The STRIVE team is deeply mission-driven with a culture that is built on strong internal relationships and a collaborative work ethic. The Human Resources Director will be excited to work in a dynamic and energetic environment that enables regular interaction with participants, trainers, and volunteers.

The Human Resources Director responsibilities include, but are not limited to, the following:

Build and deliver talent philosophy & strategy, HR initiatives and programs:

- Develop and lead an organization-wide strategy for recruiting and retaining high-quality, diverse staff, including identifying talent within and outside the organization;
- Manage end-to-end recruitment process, including sourcing, screening, scheduling, and interviewing candidates through the hiring process;
- Establish effective onboarding and off-boarding process for all staff. Partner with the hiring managers to create tailored and personalized onboarding programs each new hires nuanced needs. Ensure consistent implementation and follow through;
- Lead the development and implementation of STRIVE's talent management systems, which includes appraisals, goal-setting and ongoing performance management;
- Assess STRIVE's learning and development needs across all levels; identify and prioritize mission critical skills; recommend, develop and implement customized learning paths;
- Design and manage the employee engagement survey process through Tiny Pulse, delivering the results to the organization and ensuring action plans are put in place;
- Ensure that compensation is externally competitive and internally consistent;

Manage and continuously improve foundational HR processes and policies:

- Oversee the organization, accuracy, retention, and compliance of all HR information, including personnel files
- Identify, recommend and implement new and best-in-class HR policies and procedures, ensuring compliance with federal, state and city employment laws.
- Manage benefits and compensation program for STRIVE staff and maintain appropriate human resource databases in consultation with the benefits consultant
- Partner with the fiscal team to ensure payroll is executed in an efficient, timely and accurate manner. Jointly review and approve all payrolls with Chief Financial Officer.
- Develop an effective system to field and investigate sensitive staff issues
- Work with external counsel to manage internal inquiries and resolve labor related issues
- Support employees dealing with personnel challenges, whether with their supervisor, peers, or direct reports;
- Coach supervisors on how to deal with problematic performance issues and participate in the development and execution of performance improvement plans;
- Other responsibilities as assigned to meet the needs of the organization;

CANDIDATE PROFILE

Desired qualifications include the following:

Skills and Experiences

- Minimum 5 years of progressive relevant work experience including experience recruiting talented people and developing effective programs to support them, preferably at a nonprofit organization.
- Exceptional communications skills; with proven ability to write and speak effectively and persuasively

- Bachelor's Degree required; additional related college courses or professional training preferred.

Personal Qualities

- Creative approach to problem-solving
- Collaborative, flexible, and innovative leadership style
- Well-suited to leadership in an entrepreneurial, collegial setting
- Strong organizational skills and an attention to detail
- Energetic, positive outlook
- Understanding of or passion for issues relating to underemployment and workforce development in underserved communities and populations

COMPENSATION

Compensation will be competitive and commensurate with experience and accomplishments. STRIVE is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability, or protected Veteran status. Legal work authorization required.

HOW TO APPLY

This position is open for immediate hire. Interested candidates should email resume and cover letter to hire@striveinternational.org. Applications without a cover letter will not be considered.