

KANSAS CITY SCHOLARS POSITION DESCRIPTION

TITLE: Director of Human Resources

REPORTS TO: Director of Finance

DATE: March 2022

ABOUT KANSAS CITY SCHOLARS

KC Scholars is one of the most effective college scholarship and support programs in the nation. Scholars provides three types of scholarships: college savings accounts (9th graders); traditional scholarships (11th graders); and scholarships to adult learners who want to secure an industry recognized credential or return to college to secure their associate or bachelor's degree. Scholars is unique both because most students graduate debt free, and as a result of the intensive supports provided to our scholars, the vast majority of our scholars graduate from college or their credentialing program and enter good careers. Students and adults who are low- and moderate-income and reside in our six focal counties in the Kansas City Area (Kansas and Missouri) are eligible to apply. Over 90% of our scholars persist annually, and 74% of our scholars are on track for on-time graduation. KC Scholars currently has 6,293 scholars, and awards approximately 750 new scholarships annually. Our goal is to significantly expand our program and its impact in the coming years.

Key Performance Indicators

- 85% staff retention
- 95% of A rated players retained
- Every position filled with a high-quality leader within 90 days
- 90% of team members achieve their annual goals
- 90% of team members indicate scholars is a great place to serve

RESPONSIBILITIES

The Director of Human Resources will report to the Director of Finance and play a key role at KC Scholars. The Director will be responsible for developing and managing HR processes focused on onboarding, compensation, performance management, talent management, leadership development, and compliance, within business operating goals.

Primary responsibilities include:

- Collaborate with the senior leadership in setting and driving organizational vision, operational strategy and hiring needs.
- Develop and implement employee engagement and retention plans by understanding the drivers of employee engagement, making informed

recommendations and decisions, and acting based on what matters most to employees.

- Administer and oversee the administration of human resource programs including, but not limited to, compensation, benefits, and leave; performance and talent management; disciplinary matters; disputes and investigations; productivity, recognition, and appreciation; occupational health and safety; and training and development.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of job applicants; collaborates with functional area leaders to understand skills and competencies required for openings.
- Oversee employee relations functions including support and counseling regarding personnel and job-related conflicts, problem solving and dispute resolution; ensuring administration of organization policies are fair and consistent.
- Provide collaborative leadership, facilitation, and implementation of key initiatives to advance the firm's Diversity, Equity, and Inclusion (DEI).
- Coordinate leave of absence programs including Short-term Disability, Disability, and Worker's Compensation.
- Conducts research and analysis of organizational trends comparing it to the industry.
- Work with department leads to provide opportunities for rising talent within the organization
- Create a culture for leadership and staff where open and respectful communication can thrive and where parties are empowered to seek solutions that are mutually acceptable and actionable.
- Collect and compile HR metrics and data, collects management and employee surveys, exit interviews, employment records, government labor statistics, competitor's practices, and other sources.
- Monitor and ensure 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.
- Analyze data and statistics for 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.
- Be proactive in bringing ideas to management's attention to improve recruiting, productivity, service, quality, policies and procedures, cost savings, and utilization of company resources.
- Identify opportunities for automation and reduction of manual processes and partner with teams on implementation of solutions. Perform regular business process reviews to make ongoing suggestions and create action plans
- Perform other duties as required.

EDUCATION AND EXPERIENCE

Education: Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred. SPHR and/or SHRM-SCP highly preferred.

Work Experience:

- Minimum 5-10 years of management experience, ideally in an education-related or non-profit field
- Previous experience in human resources, payroll, or a related field preferred
- Solid understanding of staff management, industry specifics and business strategies
- In-depth understanding of risk management, compliance, and regulatory requirements
- Strong organizational skills and ability to multi-task, and experience building systems designed to efficiently scale.
- Experience working in a fast-paced, goal-oriented, start-up environment.
- Demonstrates resilience and adaptability in changing circumstances and ambiguity, maintains constant professional presence and materially contributes to change leadership.

Travel: regional travel.

PERSONAL CHARACTERISTICS

A successful candidate profile:

- Passion for the mission.
- Quick learner with the ability to develop a solid understanding of the content, processes, deliverables, and overall objectives.
- Personal value system that includes the highest standards of honesty, confidentiality, integrity, loyalty, and professional ethics reflective of the ability to succeed in building and maintaining positive relationships with the community.
- Excellent managerial, analytical, critical-thinking, problem-solving and leadership skills.
- Extremely detail oriented and organized
- Excellent communications skills (written, verbal, research skills, presentation skills, facilitation skills).
- An ability to set and use goals and data to guide action and objectively measure performance and program effectiveness.

COMPENSATION

A competitive non-profit compensation package as defined by the nonprofit agency's compensation guidelines, including base salary and benefits will correspond to the experience level, credentials, and personal characteristics of the candidate.

NON-DISCRIMINATION

KC Scholars firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status, or any other protected category pursuant to applicable federal, state, or local law.

TO APPLY

To apply, send the following items to kcollins@kcscholars.org

- Cover letter summarizing your experiences and skills that align with the scope of this position
- Resume
- Names and contact information for three professional references