



BIRMINGHAM CIVIL RIGHTS INSTITUTE

The Birmingham Civil Rights Institute (BCRI), founded in 1992 was inspired by Rev. Fred L. Shuttlesworth. BCRI is an educational, cultural, and research center that promotes a comprehensive understanding for the significance of the Civil Rights Movement in Birmingham, Alabama. BCRI is a part of the Birmingham Civil Rights National Monument established on January 12, 2017 by former President Barack Obama. BCRI's mission is to interpret the past realistically, promote understanding of the present, and foster racial equality and civil and human rights for present and future generations.

Position: Director of Human Resources

Reports to: CEO/President

FLSA Exemption Status: Exempt

Work Hours: PT - 9am-5:30pm Monday & Wednesday / 9am – 1:30 Friday

Salary Range: \$40K-50K

Overview:

The Director of Human Resources (HR) for the Birmingham Civil Rights Institute (BCRI) is responsible for ensuring organizational effectiveness and providing leadership and support for the full range of human capital management. The Director of HR is a member of the Executive Leadership Team and focuses on planning, organizing, directing, and managing human resources and administration for the BCRI to ensure that all areas of responsibility support the organization's policies, programs, and mission.

The Director of Human Resources has a wide range of responsibilities including overseeing, handling, and improving human resources processes and systems in areas including talent acquisition, performance management, compensation, benefits, and employee and labor relations; providing managers and staff with procedures, guidance, support, and information; training and performance development; and ensuring compliance with applicable laws, rules, and regulations.

The Director of HR reports to the CEO/President and works collaboratively with the Executive Leadership Team.

Objectives of this Role - Key responsibilities will include but not be limited to:

- Oversee the recruitment, hiring, and onboarding efforts for all positions
- Manage employee relations, employee grievances and enforce compliance with labor laws through positive and professional mediation
- Develop, recommend, and implement personnel policies and procedures that closely align with BCRI's culture and mission
- Manage an effective employee review process

- Manage leave of absences and workers compensation program / claims
- Maintain organizational charts and employee directory
- Design, implement and evaluate BCRI's diversity and inclusion efforts

Requirements

- Our ideal candidate will be skilled in managing compensation, benefits, recognition, training, performance management, and employee relations in a manner that retains staff members long-term. The Director of HR is tasked with ensuring that our culture welcomes a diverse population and supports each person in achieving career goals within the organization. The successful candidate will have:
- Bachelor's degree in Human Resources, industrial relations, business management or a related field
- 5-7 years of professional level Human Resources experience preferred; at least 3 years required
- Ability to work with a high sense of urgency and strong time management skills to be able to execute tasks efficiently with strong follow-through
- Commitment to recruiting and attracting top talent, and providing staff members with an exceptional work experience
- Strong written and verbal communication skills
- Accuracy and attention to detail
- Hands-on attitude, problem solver, analytical thinker
- Highly organized and efficient

Physical Job Requirements

While performing this job the employee will be required to sit (80%), stand and walk (20%). Will be required to lift up to 20 pounds occasionally. Will be required to do close work with a computer monitor and perform repetitive hand movements.

This job description is to ensure that essential job functions and basic duties have been included. This is not intended to be construed as an exhaustive list of all functions, responsibilities, skills or abilities.