The Human Resources Director is the Community Foundation’s key individual responsible for all areas of Human Resources and Organization Development. As a member of the Strategy and Leadership Team, the Director creates a Human Resources environment that is people centered and focused our key organizational values of diversity, equity, inclusion, and anti-racism. This role provides key human resources leadership; including, organizational development, programs and practices inclusive of recruitment, staff development, employee relations, ethical and legal compliance, compensation and benefits, performance planning, culture of belonging, and employee engagement, as well as develops and implements a workforce diversity and inclusion strategy aligned with the Community Foundation’s strategic plan.

The Work
- People Centered Human Resources Environment
- Diversity Equity and Inclusion
- Organizational Development and Culture
- Employee Lifecycle Staffing Strategy
- Benefits, Performance Excellence, and Accounting

The Place
- Our employees are highly engaged, passionate about their work, and the work of the Community Foundation
- One of the 101 Best and Brightest West Michigan Companies
- You will have a real opportunity to be involved in making Kalamazoo a place where every person can reach full potential

What You Need to do the Work
- Bachelor’s degree in human resources, business or related field or an equivalent experience
- Five (5) years human resources systems or equivalent
- Experience as member of leadership team setting strategy and organizational accountability
- Self-directed, able to address issues, make appropriate decisions and recommendations
- Calm and focused navigation of difficult conversations and stressful situations, in a timely manner
- Enjoys establishing and maintaining mutually satisfying relationships
- Able to accurately understand and adapt behavior to cultural difference and commonality
- Well organized, detail oriented, able to prioritize and effectively manage multiple tasks
- Synthesize information of multiple perspectives and develop people centered solutions
- Excellent written and verbal skills, proficiency in the use of Microsoft Word and Excel

Preferred for the Work
- SPHR or PHR certification preferred
- Demonstrated ability to integrate knowledge, analysis and experience with inter-cultural competencies and anti-racism into organizational practices, policies, and culture

What We Offer
- A competitive wage and benefits package
- A team-oriented, performance excellence culture
- Open Workspace

We are an equal opportunity employer and strive to demonstrate our commitment to diversity, inclusion and equity in all of our policies, procedures and practices.