

**Director of Human Resources & Strategy**  
**Forge Breast Cancer Survivor Center**  
**Date Posted: April 8, 2019**



**Director of Human Resources & Strategy**  
**Part-time Position (10-19 hours/week)**

**Organization Summary:**

Forge Breast Cancer Survivor Center (Forge) offers support, knowledge, strength, and direction to breast cancer survivors and their loved ones. Forge is a partnership created by Brookwood Baptist Health, The Community Foundation of Greater Birmingham, Grandview Medical Center, St. Vincent's Health System, and UAB Medicine. Through Forge, all those touched by breast cancer can bond with others to ***Forge a new future.***

**Job Summary:**

Forge is seeking an energetic, flexible, intuitive, and highly organized individual to join our team as a Director of Human Resources & Strategy (DHRS). This role is initially planned for part-time but can move to full-time within six months, depending upon the needs of the organization and the individual. The DHRS reports to the Executive Director. The DHRS will help provide overall strategic planning, financial management, and leadership of the organization's human resources activities. The DHRS will be responsible for overseeing the development and implementation of human resource policies, programs, and services, including: benefits programs; employee relations, review, and communications; employment practices/procedures and regulatory compliance surrounding recruitment, training, discipline, and termination of employees.

The DHRS will be a highly intelligent self-starter who is committed to Forge's mission and organizational goals. The DHRS will have experience in managing human resources and finances for small to medium size organizations, preferably in a social service nonprofit setting. Within scope of job, requires critical thinking skills, decisive judgment and the ability to work with minimal supervision.

**Responsibilities:**

- Human Resources Responsibilities, including:
  - Develop, maintain and communicate effective and efficient administrative procedures for staff recruitment, hiring policies, and personnel matters, including employee inquiries and grievances
  - Provide counsel on HR matters to the Executive Director, senior management, and the Board of Directors
  - Create events, systems, and processes to enhance staff communication, interaction, development, and training
  - Oversee benefit plans and explore new benefit program options



- Prepare materials for and implement new employee orientations, performance and salary reviews, and exit interviews.
- Keep current on HR practices and concepts and maintain an effective network of HR professionals
- Financial Management Responsibilities, including:
  - Implement and enhance financial and accounting systems, processes, tools, and control systems
  - Oversee financial needs of the organization with the Executive Director and ensure maintenance of appropriate internal controls and procedures
  - Prepare and maintain regular and year-end financial reports and analyses
  - Oversee payroll procedures and ensure proper maintenance of all human resource systems and files
  - Assist Executive Director in selecting and engaging outside auditors; manage preparation and support of all external audits
  - Oversee year-end W-2's and 1099's
  - Work with Executive Director to assess organization's performance against both the annual budget and strategic plan
- Office Management Responsibilities and other duties as assigned

**Required Education and Experience:**

- Bachelor's degree required; Advanced degree, CPA preferred, and/or specialized certification in HR administration preferred
- Minimum of five years of Human Resources experience in a complex organization, preferably a nonprofit
- Excellent organizational and interpersonal skills, including an ability to resolve disputes and maintain confidentiality; must have a high level of personal and professional integrity
- Excellent verbal and written communication skills and outstanding ability to interact effectively with managers, supervisors, and staff and communicate successfully and persuasively both within the organization and with outside contacts and consultants
- Must possess strong multi-tasking capabilities and be willing to take a hands-on approach to problem-solving
- Excellent problem-solving skills, superior attention to detail, and commitment to accountability
- Must be able to work in a stressful environment

**Additional Preferred Qualifications:**

- Valid driver's license and transportation
- Proficiency with Microsoft Office programs (Word, Excel, PowerPoint) and Google applications
- QuickBooks and Salesforce experience preferred

**How to Apply:**

Email your resume, cover letter, three professional references (one of which must be a supervisor), and a writing sample to Forge's Executive Director, Caroline McClain: [caroline@forgeon.org](mailto:caroline@forgeon.org).