



Director, Human Resources

FLSA Status	Exempt
Reports to:	Chief Executive Officer (CEO)
Supervises:	n/a
Salary Range:	\$85,000-\$105,000

JOB SUMMARY

The Director of Human Resources is directly responsible for the overall administration, coordination and evaluation of the human resource function.

ESSENTIAL FUNCTIONS

Compliance

- Develops, implements, and administers human resources policies and procedures ensuring compliance with federal, state, and local legislation (including EEO, FMLA, and FLSA).
- Oversees and maintains all employment records as required; keeps records of insurance coverage, pension plan, and personnel transactions, such as hires, promotions, transfers, terminations, etc.
- Represents company at personnel-related hearings and investigations.

Strategic/Leadership

- Supports strategic objectives and the mission of the organization.
- Assists the senior leadership team in developing human resource strategies.
- Analyze HR metrics to streamline processes and implement initiatives.
- Encourages continuous growth and development of staff.
- Provides clear direction, expectations and support to staff, as needed.

Staffing

- Directs recruiting efforts; writing and placing job postings; assembling teams to screen and interview candidates (in-person and virtual); conducts reference checks; extends job offers; and conducts new-employee orientations.
- Identifies potential staffing & training needs; develops and maintains well-written job descriptions for each position.
- Develops and deploys training and career development programs.

Employee Relations/Development/Performance

- Tracks and monitors career development efforts and initiatives; manages performance review process; monitors employee relations.
- Collaborates to organize quarterly staff education and training.

- Responds to employees' queries and resolves issues in a timely and professional manner.
- Partners with management to address and resolve personnel issues
- Monitors the performance evaluation process and revise as necessary.
- Conducts exit interviews, reviews, and analyzes feedback and recommends opportunities for improvement throughout the Agency.

Benefits

- Oversees and administers all aspects of employee benefits (healthcare, 401k, workers compensation, leave administration, life insurance programs, etc.).
- Participates in compensation and benefit surveys and/or conducts wage survey within labor market to determine competitive wage rate and remain apprised of current trends. Makes recommendations on necessary adjustments.
- Researches and recommends salary structures.
- Evaluates and selects HR-related vendors or service providers.

ADDITIONAL RESPONSIBILITIES:

- Accomplishes all other duties and tasks as appropriately assigned or requested.

EDUCATION & EXPERIENCE

- Bachelor's degree and a minimum of five (5) years of human resource experience, or an equivalent combination of related work experience, training and/or education sufficient to successfully perform the essential duties of the job is required.
- Past experience and/or familiarity with the not-for-profit education and/or healthcare industry or other related field is desirable.

KNOWLEDGE, SKILLS & ABILITIES

- Current knowledge of applicable federal, state and local laws.
- Excellent verbal and written communication skills.
- Superior interpersonal skills; ability to build and maintain effective relationships.
- Strong leadership skills and project management
- Develop a deep understanding of the agency and its staffing/performance needs.
- Highly organized & detail-oriented.
- Proven problem-solving and independent decision-making skills.
- Exemplify the principles of teamwork and lead by example.
- Critical thinking skills.
- Ability to work with a diverse group of individuals with varying backgrounds.
- Knowledge and utilization of Microsoft Office Suite and database software.
- Ability to quickly adapt to changing priorities based on organization needs
- Self-starter, self-disciplined
- Ability to maintain strict confidentiality.
- Embraces Daystar Kids culture with systems knowledge to support it
- Passion for Daystar Kids mission and impact

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- The employee must occasionally lift and/or move up to 50 pounds.
- The employee must be able to regularly stand for long periods of time, sit, bend and assume postures in low positions.
- The employee is regularly required to move from a seated position to a standing position promptly.
- The employee is regularly required to use hands; reach with hands and arms and talk or hear.
- The noise level in the work environment is usually high
- The employee is expected to work on-site in an office environment

I can, with or without reasonable accommodation(s), perform the essential functions of this position:

Employee Name

Employee Signature

Date

Date Created/Revised:6/2025