



The Gathering Place®
a refuge for rebuilding lives

Director of Human Resources

www.tgpdenver.org

About The Gathering Place:

Founded in 1986, The Gathering Place (TGP) serves women, transgender individuals, and their children who are experiencing poverty, many of whom are also experiencing homelessness. TGP offers a comprehensive array of services and programs to assist people through every step of their journey in recovering from homelessness and other forms of instability. We are a community of safety and hope where positive relationships, choice, and essential resources transform lives. We believe deeply in the power of our community and continually work to make it stronger. We also believe in hope as an important change agent and hold hope for everyone. Our key values include recognizing individual strengths, building respect and trust, and offering unconditional acceptance.

These values and principles apply to our staff as well as those we serve. As a result, we have a highly collegial, friendly, and supportive work environment where employees can grow and thrive. Our work involves dealing with difficult circumstances that can be emotionally challenging, so we intentionally foster interpersonal connections, encourage authenticity and transparency, and model healthy boundaries as tools for maintaining well-being in this work. We also promote and sustain employee health, well-being, and longevity through a robust Employee Assistance Program (which includes free counseling sessions), paid wellness time, and ongoing professional development opportunities.

This position reports to: Vice President of Internal Resources

Department: Internal Resources

FLSA Exemption Status: Exempt, full-time

Location: 1535 High Street

***The Gathering Place has implemented a mandatory vaccination policy requiring Covid-19 vaccinations. All employees of The Gathering Place are required to be fully vaccinated as defined by the CDC.*

Position Description:

The Director of Human Resources provides vision, leadership, planning, project coordination and management of the organization's human resources function, while concurrently facilitating efficient operations of HR functions to meet current and future business needs within the organization. This includes primary responsibility for supporting managers and supervisors in appropriately leading their teams and supporting employee well-being, while also maintaining compliance with all applicable employment laws, rules, and regulations.

The Director of Human Resources is also responsible for providing meaningful guidance and support to TGP's Executive Team in sustaining a healthy workplace culture and advancing equity, diversity, inclusion in the workplace. TGP is a growing organization, with approximately 20 employees at its 24/7 emergency shelter location, and approximately 30 employees at its day center and administrative headquarters.

Essential Duties/ Responsibilities:

- Identify, recommend, and implement actions to promote and sustain a positive workplace culture where employees feel valued and respected, are prepared and equipped to excel in their roles, and are engaged and committed to fulfilling the organization's mission.
- Identify, recommend, and implement actions to advance the organization's efforts to improve diversity, equity, and inclusion in its workforce.
- Develop and administer the organization's performance development and performance management efforts and systems, ensuring they promote and sustain culture of feedback that includes routine support, coaching, and mentorship to enhance employee performance and support employee development.
- Administer the organization's overall compensation plan (including benefits) in a manner that maintains and enhances internal equity and external competitiveness. Make recommendations for updates to the compensation philosophy and total compensation package (pay and benefits) as needed.
- Maintain and update salary ranges annually for each position within the organization using local survey data benchmarks; participate in salary and benefits surveys in order to ensure the organization receives access to local benchmark data
- Formulate and recommend human resources policies and objectives for the organization with regard to employee relations; ensure the Employee Handbook reflects current company policies and meets all legal requirements.
- Monitor and ensure the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; review and modify policies and practices as needed to maintain compliance.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; communicate changes in policy, practice, and resources to upper management.
- Ensure strong systems for secure and compliant retention and appropriate destruction of company records, including personnel files and other sensitive and important information.
- Create, maintain, and revise job descriptions
- Establish and maintain standard hiring practices and procedures necessary to recruit, hire, and retain a quality workforce, prioritizing hiring of individuals who are representative of the population TGP serves; oversee recruitment efforts for all personnel including writing and placing job postings
- Administer and maintain TGP's new hire onboarding processes, including general new employee orientation.
- Process bi-weekly payroll for the organization by collecting internal payroll data and transmitting the data to our third party payroll company

- Administer and oversee training program for all employees, ensuring employees receive all required trainings (including refresher trainings) required for their position, and maintaining accurate records of training requirements and completion.
- Provide employee relations counseling to employees and managers as needed to address issues impacting employees' performance in the workplace
- Ensure managers and supervisors are appropriately trained to provide supervisory support to their direct reports in a way that conforms to organizational expectations as well as legal requirements.
- Generate reports of personnel and payroll data as needed, such as annual turnover/ retention reports and worker's compensation payroll reports
- Lead the implementation of agency health and wellness programs to promote retention, provide meaningful support to increase staff resilience and reduce burnout, and support overall employee well-being.

Supervisory Duties: Directly supervises all HR support staff

Job Qualifications

Knowledge, Skills and Ability

- Excellent oral and written communication skills
- Excellent interpersonal and negotiation skills
- Thorough knowledge and understanding of employment laws and HR best practices
- Experience in the administration of benefits and compensation programs and other Human Resources programs.
- Evidence of the practice of a high level of integrity, including impeccable confidentiality, and a sense of fairness and equity
- Excellent organizational skills and attention to detail
- Strong supervisory and leadership skills
- Ability to serve as a consultant and advisor to peers and members of the Executive Team
- Excellent computer skills in a Microsoft Office environment. Must include Excel and skills in record keeping

Education or Formal Training:

- Bachelor's degree in Human Resources, Business Administration, or related field (or equivalent, directly relevant experience in lieu of a degree).
- PHR, SPHR, SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential preferred.

Experience:

- At least five years' experience as a human resources professional leading a Human Resources team or function, with at least 2 years' supervisory experience
- Expertise in nonprofit human resources is preferred
- Experience leading HR functions in a workplace with 50+ employees highly preferred
- Individuals with lived experience of homelessness, housing instability, or poverty are encouraged to apply.

Physical Activities:

- Must be able to remain in a stationary position 50% of the time
- The person in this position needs to move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer
- The person in this position frequently communicates with members and community partners via telephone, email, and in person. Must be able to exchange accurate information in these situations
- Frequently moves equipment and supplies weighing up to 25 pounds across the building for various needs
- Occasional travel within the Denver Metropolitan area is required. If transportation is by driving a personal vehicle, you must have a valid, current driver's license recognized by the State of Colorado and carry personal auto insurance with minimum coverage amounts specified by The Gathering Place's liability insurance carrier
- Mental acuity to perform the essential functions of this position in an accurate and timely fashion

Five Key Attributes for Hiring at The Gathering Place:

- Positive and willing to learn
- Collaborative
- Open-minded and committed to diversity
- Provider of excellent customer service
- Dedicated to mission

Salary Range: \$73,678.67-\$92,098.33 annually, or more depending on experience. The Gathering Place offers medical, dental, vision, and life insurance plans, a 403(b) retirement savings plan with financial advising services, a flexible work schedule, generous paid time off (vacation, sick, and holiday time), and a long-term disability plan. Employees are eligible for professional development opportunities, paid weekly wellness hour, free breakfast and lunch, and a robust Employee Assistance Program.

To Apply:

Mail or e-mail your resume and cover letter to Becca Smith becca@tgpdenver.org The Gathering Place 1535 High Street Denver, CO 80207

No phone calls please.

Position Closing Date: open until position filled

The Gathering Place is an equal opportunity employer and is committed to a policy of non-discrimination and equal opportunity for all qualified applicants without regard to race, color, gender, national origin, sexual orientation, religion, age, disability, gender variance, gender expression, marital status, citizenship, creed, ethnicity, veteran status, ancestry and any other protected classification. Applicants of any and all backgrounds are encouraged to apply.