JOB TITLE: Senior Human Resources Officer
REPORTS TO: President and CEO
FLSA STATUS: Exempt

SUMMARY:
The Senior Human Resources Officer is the senior advisor for people and talent at The Denver Foundation, and leads the strategic human resources design and functions of the organizations. This is a new position created to increase the Foundation’s capacity for managing culture and change as we enter into a new strategic framework and approach our 100th anniversary. The Senior Human Resources Officer will be a member of the Foundation’s leadership team and play a critical role in business innovation and implementation.

RESPONSIBILITIES & ESSENTIAL FUNCTIONS:

• Provide leadership and coordination of company human resource functions
• Develop and implement organizational human resource strategy and programs
• Recommend and maintain organizational structure and staffing levels to accomplish the Foundation’s goals and objectives
• Oversee the design and development of compensation strategy and programs
• Create company strategic recruitment and selection plan
• Oversee organization’s recruitment, interview, selection, and hiring processes
• Effectively structure benefits programs to attract and retain top talent
• Direct the administration of benefit programs
• Recommend new and improved measures for performance evaluations and merit-based increases
• Create strategic training and organizational development plan to meet personal, professional, and organizational needs of Foundation employees
• Design and implement foundation culture and provide recommendations on changes to accomplish company goals and objectives
• Ensure compliance with employment regulations strengthened by proactive risk mitigation practices
• Evaluate procedures and technology solutions to improve human resources software systems and data management

REQUIRED QUALIFICATIONS:

• A minimum of ten years of experience leading human resources strategy and functions
• Superior knowledge of organizational human resources management
• Experience in strategic planning, implementation, and change management
• Deep knowledge of employment law and active tracking of potential regulations and legislation
• Strong team-building skills and ability to motivate others
• Willing to take responsibility and act independently when necessary
• Demonstrated critical thinking and problem-solving skills
• Experience in negotiation and contract and procurement processes
• Strong time management and project management skills
• Exceptional communication skills, both written and verbal, formal and interpersonal
• Ability and desire to interact positively with people from a wide variety of experiences and backgrounds
• Alignment with the Foundation’s core values of leadership, equity, inclusiveness, and accountability

PREFERRED QUALIFICATIONS:
• Senior Professional in Human Resources Certification (SPHR) or SHRM Senior Certified Professional (SHRM-SCP) certification
• Experience serving as a member of a senior management team

WORK ENVIRONMENT: The position is based in an office environment with a mix of private offices and cubicles. Travel throughout the metro Denver region is an occasional requirement of the job. The position will occasionally be asked to staff evening events.

PHYSICAL DEMANDS:
• Frequent extended hours in front of a computer screen with or without accommodations

ADDITIONAL ELIGIBILITY QUALIFICATIONS:
• Must be authorized to work in the United States

OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time.

COMPENSATION: This is a full-time exempt position. The Denver Foundation offers a competitive benefits package including paid time off, retirement contribution, tuition assistance, and medical, life, and disability insurances. The starting salary for this position ranges from $110,000 to $125,000, depending upon experience.

Application Process: Interested applicants should complete the application located on our Careers page at http://www.denverfoundation.org/About/Careers. Applications will be accepted until position is filled.

The Denver Foundation
denverfoundation.org
THE DENVER FOUNDATION’S ANTI-DISCRIMINATION POLICY: The Denver Foundation shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.

*The Denver Foundation practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Candidates from traditionally marginalized communities are especially encouraged to apply.*