



HeartShare Human Services of NY

VP of Human Resources

Brooklyn, NY



Background

HeartShare Human Services of New York nurtures and empowers children and adults with intellectual and developmental disabilities, including Autism Spectrum Disorders, through education, life skills and vocational training, employment, residential, case management, recreational, individual and family supports, and health care services.

HeartShare affiliates include The HeartShare School, which offers quality education and therapies to children with autism, HeartShare Wellness, which provides therapies and counseling, as well as case management to those with developmental disabilities and people with chronic conditions, and HeartShare St. Vincent's Services (HSVS), which supports children, adults, and families living in crisis due to experiences with poverty.

Since its founding in 1914, HeartShare has expanded its reach to over 100 program sites in Brooklyn, Queens, and Staten Island, as well as to 60 of the 62 New York counties through energy grants to low-income families. HeartShare is proud that 90% of all revenue goes directly to its programs and services.

Learn more by visiting www.heartshare.org.

Position

Reporting to the COO, the VP of Human Resources will lead a strategic vision for human resources that will be closely aligned with HeartShare's mission, vision, values, and strategic objectives. They will partner with the CEO, COO, CFO, and Human Resources team to implement the HR strategy throughout the organization, focusing on effective management and execution of all aspects of recruitment, compensation and benefit planning, HR data management and reporting, and professional development for 2,500 employees at HeartShare Human Services and HeartShare and its affiliates.

The VP of Human Resources will directly supervise a team of 2 Human Resources Directors and a HR Operations Manager, in addition to overseeing a team of 15 additional HR professionals. They will be responsible for structuring, leading, mentoring, and supporting this team to ensure HeartShare's daily HR operations are well executed and effective, with a strong customer service orientation. The ideal candidate will bring expertise in talent sourcing, hiring, onboarding, training, and talent mapping, and will demonstrate a commitment to progressive practices fostering diversity, equity, inclusion and belonging through all HR programs and policies.

Responsibilities

Strategy and Leadership

- Assess all aspects of HeartShare's human resource structure, systems, policies and programs, for relevance to its mission and future needs.
- Develop and execute the human resource strategy in support of the overall strategic direction of the organization, specifically in the areas of centering internal equity,

compensation and performance management, talent management, training, and development, and all essential HR processes and procedures.

- Improve outcomes to ensure that the talent management function offers equitable, transparent, and inclusive systems and practices to support an engaged and high performing team and thus a high-performing organization.
- Partner with Executive Leadership Team and program leadership to understand the programmatic and administrative needs of the organization moving forward. Implement a plan using data for improvement across all HR functions and operations to meet changing internal and external conditions.
- Provide human resources expertise, guidance, support and decision-making, keeping the Chief Executive Officer and Executive Leadership team informed and up to date on key projects and issues affecting the organization.
- Partner with COO and other HR team members to implement plans to achieve the optimal HR departmental structure that advance the goals of the department.
- Develop strong relationships with HR team and HeartShare employees and set up easy communication channels across the organization to seek input, problem solve, inform, and ensure employee needs are met.

Administration

- Lead the Human Resources team to deliver high-quality and responsive HR services, programs and procedures, ensuring the team can effectively address the challenges of a large and diverse organization. Develop and manage project plans and the overall workflow of human resources activities.
- Work with COO and Human Resources team to ensure effective deployment and utilization of HRIS (Paycom) across all departments and affiliates.
- Implement HR strategies by including benefits and compensation; learning, training and staff development on HR-related policies and topics, such as sexual harassment policy; performance management; staff recruitment; human resources policies; employee relations; government compliances; employee recognition; etc.
- Organize and oversee employee benefits program, track benefits trends and new developments, ensuring compliance with local government regulations.
- Maintain ongoing communication with staff to seek their input and keep them informed of human resources policies, regulations, and practices.

Employee Relations & Compliance

- Design and implement organization-wide management policies and procedures that are best-in-class and consistent with HeartShare's mission.
- Anticipate and resolve complex problems and questions, including employee relations issues, in an economical and equitable manner compliant with legal regulations and general business practices, collaborating with General Counsel as needed.
- In collaboration with General Counsel, ensure compliance with federal, state, and local regulatory agency guidelines and standards.

Qualifications

The VP of Human Resources will have the following experiences and attributes:

- Alignment with, and excitement about the mission and vision of HeartShare; demonstrated experience and commitment to building and working within a diverse, equitable, inclusive, multi-cultural community
- Experience in leading HR, both as an effective strategist and practitioner, with a track record of successful execution of human resources programs and operations at an organization with a large, multi-site workforce
- Track record of success leading and navigating organizational change in a large, complex organization; ability to innovate, adapt and implement “people-centered” operational practices
- Excited by details and knows how to make robust structures and procedures to automate, simplify and improve HR operations across the organization
- Understands how to be a thought partner and collaborator; can cultivate strong relationships and partnerships at all levels within an organization to achieve results
- Deep expertise in growing, building and supervising an effective team
- Ability to take a solutions-oriented, data-driven approach to tackling challenges
- Excellent interpersonal, communication, project management, customer service and organizational skills
- The ability to manage difficult situations with tact and diplomacy, multi-task in a fast-paced environment, and maintain confidentiality
- Knowledge of employment law a plus

This position description is based upon material provided by HeartShare Human Services, an equal opportunity employer.

To apply to this position, please click [HERE](#).

Natalia Kepler, Senior Talent Consultant
Sarah Skrovan, Senior Associate