



CENTER FOR  
LEADERSHIP  
DEVELOPMENT

*Empowering Youth / Strengthening Community*

**Job Title:** Human Resources Manager

**Organization Name:** Center for Leadership Development, Inc.  
Indianapolis, IN 46208

**Organization overview:** The mission of the Center for Leadership Development (CLD) is to foster the advancement of minority youth in Central Indiana as future professional, business and community leaders by providing experiences that encourage personal development and educational attainment.

**Position Overview:**

The Human Resources Manager is responsible for developing and executing human resource strategy in support of the overall mission and strategic direction of the Center for Leadership Development, specifically in the areas of talent management, change management, succession planning, organizational and performance management, training and development, and compensation. The HR Manager provides strategic expertise by articulating HR needs and plans to the leadership, staff and board of directors.

**Position Description:**

- Establishes and implements HR efforts that effectively communicate and support CLD's mission and strategic vision.
- Develops comprehensive strategic recruiting and retention plans to meet CLD's human capital needs. Includes evaluating existing organization structure, recommending changes, writing and publicizing position descriptions, identifying, interviewing and recommending candidates.
- Strengthens CLD's performance management program to develop, evaluate and retain employees.
- Develops and implements comprehensive compensation and benefits plans that are competitive and cost-effective.
- Implements and oversees talent acquisition, staff training and career development, employee engagement and employee teamwork.
- Monitors and intervenes when necessary to resolve personnel issues.
- Provides staff training on HR related areas, including supervision skills and problem resolution.
- Recommends and implements policies which encourage employee excellence, health and well-being.
- Manages entire hiring process, including interviewing, on-boarding, background checks, contacting references, extending and accepting offers.
- Administers HR plans and procedures for all company personnel.
- Assures compliance with all relevant local, state and federal laws and regulations.
- Updates employee handbook for legal and organizational relevance.
- Administers the compensation program, including payroll processing in conjunction with payroll vendor, and insurance providers, produces and protects all payroll data.
- Coordinates and records performance reviews and evaluations in cooperation with department leadership.
- Maintains human resource information system, including payroll, vacation and leave time reports, and follows confidentiality and record retention guidelines.
- Assists accountant with personnel budgets and allocation of personnel costs.
- Conducts compensation surveys
- Assesses and recommends vendors for health insurance and other employee benefits.

To apply: Send cover letter, resume and salary requirements to Gail A. Bradford, CPA at [gbradford@cldinc.org](mailto:gbradford@cldinc.org). No phone calls please.



CENTER FOR  
LEADERSHIP  
DEVELOPMENT

*Empowering Youth / Strengthening Community*

**Job Title:** Human Resources Manager

**Organization Name:** Center for Leadership Development, Inc.  
Indianapolis, IN 46208

**Skills and Qualifications:**

At least 3 years' background and expertise in human resource management, personnel administration, relationship management, and staff development and training. Experience in social service or youth development organization preferred. Exceptional written and verbal communication skills, including coaching, mentoring and listening. Exceptional organizational skills. Effective project and time management skills. Ability to multi-task, working independently or collaboratively with others in organization. Ability to interact successfully with parents, youth, volunteers from diverse cultural and socio-economic backgrounds. Integrity and confidentiality absolutely necessary. Familiarity with HR best practices

**Education:**

BA or BS required. Degree in HR or related field preferred.  
SHRM certification preferred  
Proficiency in Microsoft Office suite  
Valid driver's license

**Physical Demands**

Position may require evenings and weekends as job duties demand. Occasional lifting of boxes and tubs, moving chairs and tables, loading and unloading supplies, etc.

To apply: Send cover letter, resume and salary requirements to Gail A. Bradford, CPA at [gbradford@cldinc.org](mailto:gbradford@cldinc.org). No phone calls please.