



Job Title: **Manager - Human Resources & Organizational Effectiveness**

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

Organization Overview: Our mission is to foster the advancement of minority youth as future professional, business and community leaders by providing experiences that encourage personal development and educational attainment.

Position Overview: Develops and executes 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 Manager provides strategic expertise by articulating HR needs and plans to the leadership and staff. The Manager ensures that CLD has effective operational controls, administrative and reporting procedures, and people systems in place to grow the organization and to ensure financial strength and operating efficiency. Demonstrates a respectful, constructive and energetic style, guided by the CLD mission and objectives. Fosters a success-oriented, accountable environment within CLD.

Duties:

- Collaborates with the leadership team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate CLD's strategic growth
- Responsible for the measurement and effectiveness of all processes
- Provides timely, accurate and complete reports on the operating condition of the company
- 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.
- Insures that talent hired is used for maximum return and fulfillment of expectations, and that all roles are fully engaged, optimized and working productively and efficiently.
- Develops and implements comprehensive compensation, insurance 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.
- Manages entire hiring process, including interviewing, on-boarding, background checks, contacting references, extending and accepting offers. Includes overseeing onboarding process to insure uniformity. Trains staff on effective onboarding, and other HR areas such as supervision and problem resolution.

- Assures compliance with all relevant local, state and federal laws and regulations.
- Updates employee handbook for legal and organizational relevance.
- 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.
- Works with accountant on salaries, other personnel costs, and other expenditures to create efficiencies to strategically use all organization resources for maximum return and productivity
- Supports all CLD main events

Work Experience: At least 5 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.

Skills and Qualifications:

- Demonstrated resourcefulness in setting priorities and guiding investment in people and systems.
- Skilled in organizational development, personnel management, budgeting and resource development, and strategic planning.
- Exceptional written and verbal communication skills, including coaching, mentoring and listening.
- Effective project and time management skills.
- Ability to interact successfully with parents, youth, volunteers from diverse cultural and socio-economic backgrounds.
- Integrity and confidentiality
- Familiarity with HR best practices
- Experience using Microsoft Office Suite

Other Information: Position requires evenings and weekends as job duties demand. Occasional lifting of boxes and tubs, moving chairs and tables, loading and unloading supplies, etc.