

HUMAN RESOURCES MANAGER – 30 HOURS

MPDC Organizational Description:

Madison Park Development Corporation (MPDC) is a 55-year old community development corporation (CDC) that primarily serves the Roxbury neighborhood of Boston. Our mission is to foster a vibrant, healthy Roxbury neighborhood that supports the well-being and advancement of the community. As a leading developer in the community-based non-profit sector we have developed and preserved 1,400 units of quality, mixed-income housing, commercial space and 2 community facilities. We also offer a robust array of community action programs that include resident leadership and engagement, youth development, health equity and wellness, financial literacy, and arts and culture programming. The organization currently employs 34 full time staff and has an annual organizational operating budget of over \$8,000,000 and organization net assets of \$87,000,000, excluding real estate owned.

Position Description:

We are seeking a Human Resource Manager (30 hours per week/75% FTE) to lead the Human Resource Department. This key position reports to the CEO and partners with the leadership team.

The Human Resources Manager will work on projects directly with the Chief Executive Officer and other senior leadership team members to understand and execute MPDC's human resource related programs and policies. Recruitment related work includes talent strategy, interview and selection, retention and succession planning.

The hands-on position will be responsible for managing MPDC's recruitment and retention, onboarding, offboarding, performance management, compensation and benefits, diversity and inclusion, employee relations and employee recordkeeping. You will align Human Resources strategies with MPDC's strategic plan and annual operating objectives and serve as an integral part of the senior management team. MPDC partners with Insperity, a professional employer organization (PEO) which provides Human Resources benefits and infrastructure. Effectively manage this relationship with Insperity, and ensure the provision of robust employee benefits.

Reports to: CEO

Status: 75% of full-time, 30 hours per week, exempt

Location: Roxbury, Massachusetts

Salary Range: \$75,000 - \$85,000

Primary Responsibilities:

- Develop and deliver staffing strategies and processes to attract, hire and retain mission-driven, results-oriented people from a variety of backgrounds. Collaborate with managers

to cultivate bench strength filled with talented professionals through effective recruiting, new hire orientation, and professional development.

- Partners with the leadership team to understand and execute MPDC's human resource and talent acquisition strategy as it relates to future and current talent needs, recruitment, retention and succession planning.
- On-board new employees, volunteers, students, Hibernian Hall event staff and interns: assess and determine salary placement, create and issue offer letters, process requisite pre-employment and employment documents; conduct CORI background checks. Ensure that orientation process for new employees is followed during the first weeks of employment; work with supervisors to ensure completion of the 90 day review.
- Handle all HRIS work via InSperty portal such as reporting, assigning training modules to employees, completing required InSperty documents, processing new hires and terminations.
- Analyze trends in compensation and benefits, research and propose competitive base and incentive pay programs that attract top talent.
- Manage the talent acquisition process, which includes recruitment, interviewing, and hiring of qualified job applicants for professional exempt positions and part-time hourly staff; collaborate with departmental managers to understand skills and competencies required for openings.
- Provide support and guidance to senior management and other staff when complex, specialized, and sensitive questions arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing and terminations.
- Maintain compliance with federal, state and local employment laws and regulations, and recommended best practices, reviews policies and practices to maintain compliance
- Be knowledgeable about InSperty benefit offerings and provide or direct employees to InSperty resources. Support the InSperty Leave Administration process and provide guidance to the employee needing leave; Manage internal communications and records related to leave administration.
- Promote positive employee relations through building successful relationships with employees and managers. Design and implement systems for assessing company culture, employee engagement and improvement strategies and efforts. Consult with managers and supervisors on performance and other issues.
- Manage employee relations throughout the organization; mediate conflicts as appropriate.
- Manage the annual performance review system. Train managers as needed, implement and monitor the timeline for conduct of reviews. Analyze completed reviews to ensure consistency across the organization.
- Advise and support on COVID related policies and practices
- Serve as back up to process biweekly payroll.
- Design and implement tools for appropriate assessment of staff training and development needs. Ensure that each employee has a professional development plan. Process all requests for professional development.

- Work with administrative staff to facilitate smooth operations and processes (e.g. access to HR information on the intranet, calendars, etc.)
- Coordinate and promote MPDC's staff wellness programs.
- Identify and communicate volunteer opportunities for staff; create staff volunteer policy and oversee implementation. Plan staff/volunteer days and other team building initiatives.
- Process and implement all employment related transactions (promotions, transfers, etc.). Ensure that personnel files are complete and up to date.
- Conduct periodic reviews of HR systems (compensation, job descriptions, handbook, etc.) to ensure that all systems and policies are current and consistent across the organization, and are compliant with current state and federal laws and regulations.
- Coordinate with the CEO & CFO to manage the relationship with Insperity. Ensure that employees are aware of the full range of Insperity benefits. Review Insperity cost structure and benefit offerings, and partner with the CEO and CFO during annual open enrollment and interact with Insperity to implement any benefit changes.
- Serve as the primary employee contact for compliance and data breach issues related to our Written Information Security Plan (WISP)

Knowledge, Skills and Abilities:

- Understanding of business demand/workforce supply relationships and experience translating knowledge into effective staffing strategies in real estate, human services, or comparable fields involving employees with diverse backgrounds and job functions.
- Knowledge and experience implementing performance measurement and management principles
- Knowledge of federal and Massachusetts state regulatory human resources reporting and regulatory requirements.
- Knowledge of HRIS systems with the ability to implement new software or technology if required.
- Thrive in a team environment.
- Possess a professional demeanor, sound judgement and strong coaching and mentoring skills.
- Excellent verbal and written communication skills.
- Ability to maintain confidential information and comply with all data privacy regulations.

Education and Experience:

- Minimum of 5 years of Human Resources experience, 8-10 years preferred. Experience must include management of the human resources function for an organization of at least 30 employees.
- PHR, SPHR or SHRM certification preferred

Benefits

This is a full-time, salaried exempt position with an excellent benefit package including four weeks paid vacation; paid holidays; generous cost sharing for medical insurance, 401k plan with

generous match, and much more! COVID vaccination or medical exemption process is required. CORI Check and background check are part of the hiring process. MPDC staff members are reporting to our Roxbury, MA office on a hybrid basis. Please submit a resume and cover letter to HR@madison-park.org

Visit our website at www.madison-park.org for more information about MPDC.

MPDC is an equal opportunity and affirmative action employer.