

HUMAN RESOURCES MANAGER

Madison Park Development Corporation (MPDC) seeks a Human Resources Manager to join our senior management team. MPDC is an active and established community development corporation (CDC) that serves the Roxbury neighborhood of Boston with our housing and community development activities. Our mission is to develop and preserve quality, mixed-income housing in Roxbury, and to promote the renaissance of Dudley Square as a thriving neighborhood business district, recognized as a center of commerce and culture that anchors the economic revitalization of Roxbury.

The Organization And Its Programs:

Since our founding in 1966, MPDC has been a catalyst for the physical renaissance of Roxbury. MPDC has developed over 1,400 units of affordable rental and homeownership housing and more than 83,000 square feet of commercial space. MPDC currently has several residential and commercial projects in development or in construction, and a healthy pipeline of projects and opportunities. The organization is a financially strong and successful non-profit with a history of strong partnerships with other local non-profits and for profits. MPDC operates programs in real estate development, asset management, arts and culture, youth development, health & wellness, resident leadership and public safety, and civic engagement.

Position Description:

The Human Resources Manager is a new position that will report to the Chief Financial Officer and will work on projects directly with the Chief Executive Officer. You will be responsible for strategically leading MPDC's performance management, employee relations, recruitment and retention, compensation and benefits, diversity and inclusion, employee records and information processing and training and leadership development. You will align Human Resources strategies with MPDC's 5 year strategic plan and annual operating objectives and serve as an integral part of the senior management team. MPDC is a member of Insperity, a professional employer organization (PEO) which provides Human Resources benefits and infrastructure. Over the last two years, MPDC has grown significantly (now at 35 full-time employees and a number of part-time employees) and expects to continue modest growth over the next few years. In order to effectively manage the relationship with its PEO, Insperity, and to ensure the provision of robust, on-the-ground human resources services and employee engagement, MPDC has created this new full-time position but is open to potential candidates that might prefer a 30-32 hour work week.

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.
- 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 background checks. Set up employee account in Insperity payroll. Ensure that the orientation process for new employees is followed during the first few weeks of employment; work with supervisors to ensure completion of the 90 day review.
- Manage and administer benefits, including implementation of open enrollment, routine enrollment modifications and terminations. Coordinate with the CFO to determine new benefit options and changes. Troubleshoot employee benefits problems.
- 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.
- 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 create mechanisms that facilitate smooth operations and processes (e.g. access to HR information on the intranet, calendars, etc.)
- Coordinate and promote MPDC's all staff wellness program.
- 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 employment related transactions (promotions, transfers, reclassifications, 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 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 participate in the renewal process.

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 in an organization with a multi-million dollar annual operating budget.
- Knowledge of federal and Massachusetts state regulatory human resources reporting and regulatory requirements.
- Ability to grasp dynamic business issues; experience aligning and integrating functional business objectives and individual performance with strategic priorities.
- Thrive in a team environment.
- Strong coaching and mentoring skills.
- Strong verbal and written communication skills.
- Ability to maintain confidential information.

Education and Experience:

- Undergraduate degree in Human Resources, Business Administration, Management or related field.
- 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 or SPHR certification preferred.

Benefits:

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation and extensive benefits package including paid time off, medical, dental and vision benefits and future growth opportunities within the company. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

How To Apply:

Candidates seeking an exciting new opportunity are encouraged to submit their resume and salary requirements to: <http://ejob.bz/ATS/jb.do?reqGK=27005451>

Madison Park Development Corporation is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Roxbury residents, people of color and women are encouraged to apply.

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