

Position Title: Senior Director of Human Resources

Status: Full-Time Exempt Position

Compensation: \$90,000-100,000/year, plus a generous benefit package and other perks

To apply: Send resume and cover letter to Stephanie Hague, shague@jewishallianceri.org

Summary of Job Description

The Jewish Alliance of Greater Rhode Island and Jewish Collaborative Services are seeking a Senior Director of Human Resources to join our teams. We are seeking an innovative, proactive, and collaborative professional to support talent acquisition, staff development, policy development, and team engagement for close to 200 employees. We are seeking a team member who can work with sensitivity, confidentiality, and thoughtfulness in prioritizing the well-being and success of our staff, managers, and the two organizations. The ideal candidate will possess a strong understanding of labor law, HR best practices, and the ability to manage a diverse range of HR functions.

Key Responsibilities

- **Recruitment and Talent Acquisition:** Manage the full recruitment lifecycle, including job postings, resume screening, interviewing, and extending offers.
- **Workforce Management:** Support workforce planning initiatives, including performance evaluations and succession planning.
- **Supervise Benefits and HR Team:** Oversee staff managing payroll and employee benefits programs.
- **Training and Development:** Coordinate employee training programs on various topics, such as diversity and inclusion, successful supervision, and sexual harassment prevention.
- **Policy Development:** Collaborate with management to create and implement HR policies and procedures.
- **Employee Relations:** Cultivate a positive work environment by addressing employee concerns, conducting investigations, and resolving conflicts, and developing new and exciting ways to build an exceptional work culture.
- **Compliance:** Ensure adherence to federal, state, and local employment laws and regulations.

Required Skills and Qualifications

- In-depth knowledge of labor law and HR best practices
- Proficiency in HRIS systems, particularly Paycore and Paycom
- Experience with payroll processing and administration
- Excellent project management, organizational, and time management skills
- Strong problem-solving and decision-making abilities
- Exceptional interpersonal and communication skills
- Ability to handle confidential information with discretion
- Knowledge of OSHA regulations preferred

Additional Desired Qualifications

- Familiarity with contract management processes
- Excellent active listening, negotiation, and presentation skills

The **Jewish Alliance of Greater Rhode Island** (the Alliance) serves to enrich the quality of life for Jews in Rhode Island, in Israel, and around the world. **Jewish Collaborative Services of Rhode Island** (JCS) is a full-spectrum housing and social services agency serving Rhode Island and nearby Massachusetts communities.