

## MAUI HUMANE SOCIETY

### Job Description

*The Maui Humane Society's mission is to protect and save the lives of Maui's animals; accepting all in need, educating the community, and inspiring respect and compassion towards all animals.*

**Job/Position Title:** HR Director

**Status:** Exempt

**About Us:** Maui Humane Society is a beautiful, open air animal shelter for cats, dogs, rabbits, guinea pigs, turtles, and other animals in need of safe shelter. We are the island's only open-admission animal shelter, which means we take in every pet in need, providing veterinary and routine care and helping surrendered animals find a new home. We also provide humane law enforcement services, humane education and outreach, and free and low-cost spay and neuter surgeries. Our team culture is creative, fast-paced, and collaborative and we are seeking problem-solvers who love animals and have great customer service skills.

Our team adores people with can-do attitudes and friendly smiles who love people as much as animals. We approach every person and animal as an individual and pride ourselves on being a place where our employees love to come to work!

Our employees are trained in Fear-Free animal handling and can even receive a certification. We are committed to your growth and will work with you to get you where you want to be in your career. Our benefits include a competitive salary, paid time off, medical, vision, and dental insurance, and free adoptions. Employees get at least one weekend day off and you'll have a consistent, flexible schedule. Our employees and volunteers love MHS because we have very low euthanasia rates, everyone is empowered to save lives, and we truly care about the people who work here!

**Primary Responsibility:** Develop and lead initiatives for HR strategies and operations, driving legal compliance and recruiting model as well as managing employee life cycle, employee relations, and employee engagement.

**Essential Duties/Functions:**

- Partner with leadership to define HR strategic and operational goals.
- Establish relationships and HR presence with all levels of employees.
- Drive implementation of HR services, policies, practices, and programs across all areas of HR; leverage technology to drive process optimization.
- Coach managers on guidelines and best practices for effectively resolving employee relations.
- Collaborate with hiring managers on recruitment model and manage hiring process and candidate experience with heightened online presence.
- Develop and spearhead employee life cycle experience and employee engagement.
- Build on/offboarding workflow including tools and resources for a comprehensive new hire experience and assimilation.
- Lead performance review and goal setting program tied to MHS mission and values.
- Develop comprehensive resources such as employee handbook, toolkits, manager training, leave of absence guide, and reasonable accommodations practices.
- Lead annual benefit open enrollment project management including plan design and ongoing benefits administration.
- Develop employee wellness strategy that focuses on root-cause and specific actions to support workplace wellness.
- Spearhead organization development planning with leadership team.

- Lead development of compensation structure, salary levels, and career paths.
- Maintain knowledge of trends, best practices, compliance with federal, HI, and local employment laws and regulations, and recommended best practices; review and modify policies and practices to maintain compliance.
- Generate analytics and metrics from the HRIS or applicant tracking system.
- Liaison with ProService and Finance for payroll and other support purposes.
- Other job duties assigned as needed.

**Requirements:**

- Experience leading HR efforts at a strategic and operational level; specifically partnering with senior leadership and employees at all levels; nonprofit and/or animal welfare experience a plus.
- Extensive knowledge of HI HR principles and best practices including employment law and benefits administration.
- A deep commitment to MHS' mission and values – to protect and save the lives of Maui's animals, accepting all in need, educating the community, and inspiring respect and compassion towards all animals.
- Outstanding interpersonal and relationship building skills (with internal and external audiences), including excellent written and verbal communication skills.
- Excellent project management and organization skills with an attention to detail; influence/problem-solving, research, and analytical skills.
- Must be self-motivated with a demonstrated ability to achieve and exceed goals.
- Experience with HRIS and applicant tracking systems.

**Working Conditions:** Air-conditioned office in administrative building with computer and internet access. May also be required to attend outdoor or non-air-conditioned events.

**Equipment Use:** Telephone, cell phone, computer, fax machine, copier, printer, adding machine, paper shredder and other office-related equipment.

**Work Hours:** This is a full-time salaried position. The majority of the work will be accomplished with a primary schedule of Monday through Friday with some flexibility required to attend evening and/or weekend events.