

Job Posting

Director of Human Resources

Position Summary

Neighborhood Trust Financial Partners seeks a Director of Human Resources. The Director of Human Resources will act as the lead team member working with the Executive Team to promote and enhance Neighborhood Trust's organizational culture as the organization grows and evolves to a national scale. S/he will partner with the Chief Operating Officer (COO) and be a member of the management team with a mandate to direct human resources strategy for a fast growing, dynamic organization.

We seek outstanding talent who is enthusiastic to recommend improved Human Resources approaches. The ideal candidate is an experienced HR professional who hires the best individuals, helps staff develop professionally, and has a demonstrated passion for Neighborhood Trust's mission of financial empowerment for low-income families. The Director of Human Resources will work closely with a consultant or part-time resource to craft Neighborhood Trust's talent development strategy.

Position Responsibilities

- Assume lead responsibility for all Human Resources (HR) administration, including onboarding, benefits and payroll administration, etc .
- Act as sounding board for staff and resource to Neighborhood Trust managers with HR concerns, working in consultation with an external resource.
- Liaise with benefits, payroll, and HR vendors.
- Review current benefits offerings and suggest enhancements and improvements , remaining mindful of budgets.
- Assess and improve organization's approach to recruitment/talent acquisition, staff training and professional development, including working with managers across the organization.
- Manage performance review process across organization; recommend process and format improvements.
- Enhance employee appreciation and team-building activities; recommend investments in staff and systems to emulate best practices over time.
- Collect and analyze data on employee engagement.
- Research Human Resources and talent development best practices and communicate implications for Neighborhood Trust to executive team.

About Neighborhood Trust

Neighborhood Trust's mission is to empower low-income individuals to become productive participants in the U.S. financial system and achieve their financial goals. Neighborhood Trust serves more than 6,500 clients each year via its specially trained corps of 20+ Financial Advisors and is regarded as an industry leader in the financial inclusion field. In 2013, the NYC Center for Economic Opportunity named Neighborhood Trust among the City's 10 Most Innovative Nonprofits seeking to alleviate poverty.



Today we are cultivating our model as a scalable social venture that encourages financial services innovation. We are growing quickly with strong support from leading foundations, and strategic partnerships helping us achieve national visibility. We had a 2016 budget of \$5.9 million and a 2017 budget of approximately \$6.8 million.

Required Skills and Experience

- 3-5 years of experience with human resources, vendor and budget management, supervision, and project management.
- Outstanding communication skills (verbal and written) and demonstrated ability to communicate with all levels of an organization. Public speaking/ presentation experience, a plus.
- Experience in nonprofit or social enterprise a plus.
- Working knowledge of MS Office—Word, Excel, and PowerPoint.
- Team orientation; absolute integrity; energetic and energized by working as part of a diverse, mission-driven team of professionals.
- Bachelor's degree in relevant discipline.
- Strong attention to detail and ability to meet deadlines.
- Ability to adapt to a rapidly changing environment.

To Apply

Neighborhood Trust is committed to a workplace culture of collaboration and respect. We are dedicated to ongoing professional development for our employees, supporting career growth and opportunities for advancement within the organization.

Please send **resume, cover letter** and **salary requirements** to hr@neighborhoodtrust.org. Include "Director of Human Resources" in the subject line of the email.