



HUMAN RESOURCES DIRECTOR

Colorado Symphony Association (CSA) | Job Description

Title: Human Resources Director

Department: Finance

Reports To: Chief Financial Officer

FLSA Classification: Full Time, Exempt

Supervisory Responsibilities: Yes

Position Profile

This is a new position for the CSA, and the person chosen will have the opportunity to create processes and systems to support a world class orchestra.

The Director of Human Resources (HR) is responsible for establishing, maintaining, and leading all HR functions within a growing non-profit organization. This critical role focuses on building and implementing foundational HR policies, procedures, and systems. This position will not have any direct reports and will manage all the appropriate work done by contract service providers. The HR Director will work closely with the leadership team to enhance organizational culture, improve performance management, ensure compliance, and support growth and development across the organization. The Director will be a hands-on, adaptable, and strategic HR professional passionate about working in the non-profit sector.

Essential Duties and Responsibilities

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- HR Policies and Procedures
 - Develop, update, and implement comprehensive HR policies and procedures in compliance with legal requirements and best practices.
 - Establish and maintain a robust employee handbook outlining company policies, benefits, and expectations.
 - Ensure HR practices align with the mission, vision, and values of the organization.
- Performance Management
 - Create and implement a performance management system that fosters accountability and growth.
 - Develop clear performance metrics, job descriptions, pay bands, and evaluation tools.
 - Provide guidance and support to people leaders in conducting performance reviews, feedback, and goal setting for employees.
- Leadership Training & Development
 - Design and implement training programs to build leadership capabilities across the organization.
 - Facilitate leadership development initiatives to strengthen management skills and emotional intelligence.

- Work with the leadership team to identify gaps and areas for improvement in management practices
- Communications
 - Promote open, transparent communication between staff and leadership, ensuring all team members are aligned with organizational goals.
 - Develop internal communications strategies to keep employees informed of HR changes, initiatives, and important updates.
 - Foster a positive organizational culture through engagement activities, feedback loops, and team-building efforts.
- Change Management
 - Support the organization through periods of growth and transition by implementing change management strategies.
 - Work with leadership to ensure smooth transitions during organizational restructuring or changes in processes and policies.
 - Provide coaching and support to staff during change initiatives, promoting adaptability and resilience.
- HR Training
 - Design and facilitate HR training programs for people leaders and staff to ensure consistent, fair, and effective human resource practices.
 - Offer support and resources to HR staff and department heads in handling employee relations, conflict resolution, and legal compliance.
 - Ensure that all HR policies and practices are communicated and followed across the organization.
- Recruitment & Retention
 - Develop and implement recruitment strategies to attract top talent that aligns with the organization's mission, values and budget guidelines.
 - Collaborate with department heads to ensure a smooth hiring process, from job postings to onboarding.
 - Foster employee retention through engagement, recognition, and development opportunities.
- Compliance & Risk Management
 - Ensure compliance with labor laws, industry standards, and non-profit regulations, relative to HR.
 - Working with CEO, oversee recordkeeping and reporting related to employee data, compensation, and benefits.
 - Manage employee grievances, investigations, and conflict resolution processes.
- Compensation & Benefits
 - Develop and manage compensation strategies that are competitive, equitable, and aligned with the organization's budget.
 - Administration of employee benefits programs, ensuring employees are informed about their options and entitlements.
- General HR Operations
 - Serve as a trusted advisor to the leadership team on all HR-related matters.
 - Serve as a trusted advisor to staff on all HR-related matters
 - Handle employee relations, providing counsel and guidance on employee concerns, disputes, and grievances.
 - Develop and administer employee recognition programs and support the overall well-being and morale of the workforce.

Competencies

- Strategic Leadership and Business Acumen

- Develop and execute HR strategies that align with the overall business objectives. Understand the business, its financial drivers, and the ability to contribute to high-level decision-making. Effectively forecast talent needs, lead organizational change, and position HR as a key player in business success.
- Communication
 - Excellent verbal and written communication skills and able to communicate HR policies effectively. Able to speak to large groups of people.
- Analytical skills
 - The ability to set priorities based on organizational needs, and develop realistic timeframes.
 - Gather data, weigh pros and cons, and make correct decisions. Be proficient in HR analytics to track key metrics and identify trends.
- Conflict resolution
 - Address and resolve workplace disputes. Use active listening, empathy, and problem-solving techniques to understand both sides of a conflict.
- Organizational skills
 - Utilize excellent organizational skills and attention to detail.
- Adaptability
 - Adapt to the needs of the organization and employees.
- Knowledge of employment law
 - Thorough current knowledge of employment-related laws and regulations.
- Technological literacy
 - Rapidly learn new technology, such as computer programs and HR technologies.
- Ethical behavior
 - Strictly adhere to ethical standards

Required education and experience

- Bachelor's degree in human resources, Business Administration, or a related field
- Minimum of 6-8 years of progressive HR experience, with at least 2 years in a management role, preferably within a non-profit or mission-driven organization.
- Extensive knowledge and experience with HR compliance, labor laws, and best practices.
- Experience in organizational development, change management, and employee engagement.

Preferred education and experience

- SHRM or HRCI certification preferred.
- Experience with collective bargaining agreements
- Experience with building HR functions in an organization where none exist.

Supervisory responsibilities

None, however, this position may oversee the work of contract service providers

Work environment

The work will take place in a traditional office environment, with the ability to work remotely two days per week. There may be occasional night, weekend, and holiday work required.

Physical demands

- Ability to sit for extended periods of time at a desk, with additional demands including occasional standing, walking, reaching, and using hands to manipulate documents and operate computer equipment; essentially, a mostly sedentary role with light physical activity required throughout the day
- Ability to read and interpret documents, spreadsheets, and computer screens
- Clear ability to listen and understand conversations, both in person and over the phone
- Important considerations:
- While not usually significant, an HR Director may occasionally need to lift light items like boxes of documents or files.
- Maintaining a proper posture while sitting at a desk is important to prevent musculoskeletal discomfort.
- Being able to adjust to different physical environments, such as meeting rooms or conference spaces.

Travel required

Occasional travel to offsite events

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Compensation and Benefits

- Salary range **\$80,000 – \$95,000** commensurate with qualifications and experience.
- The CSA offers a competitive salary and provides excellent benefits to all full-time employees including:
 - Health insurance – three options to choose from (PPO Base, High Deductible (both 100% employer paid for employee only), or Buy-Up); all at low cost to the employee;
 - Dental, Vision, Voluntary Life/Accidental/Critical Illness, and Identity Theft Insurance;
 - Short-Term and Long-Term Disability Insurance, 100% Employer paid;
 - Paid Family and Medical Leave Insurance, 50% Employer paid;
 - Health Savings Account and Flexible Spending Accounts, including Medical and Dependent Care, Employee Assistance Program, and Personal Loan Program;
 - Paid time off - vacation, sick leave, seven National holidays, and five floating holidays;
 - A 403(b) plan;
 - Discounted tickets to CSA concerts;
 - Work from home up to two days a week flexibility

How to Apply

Submit a cover letter and resume to jobs@coloradosymphony.org. Please put **JOB TITLE** in the subject line of your e-mail. No phone calls please.

The Colorado Symphony Association is an Equal Opportunity Employer.