



Mission

Next Door supports the intellectual, physical and emotional development of children by partnering with their families for success in school and the community.

JOB DESCRIPTION

Position Title

Vice President of Human Resources

Overview

The Vice President of Human Resources will uphold and support Next Door's mission, vision and programs within Next Door and in the community. This candidate will lead our work to be the best place to work among Milwaukee nonprofit organizations – achieving this by providing an exceptional employee experience from recruitment through an employee's tenure, by developing strong leaders to ensure effective teams across the organization, and embedding a focus on diversity, equity and inclusion throughout all of our work.

The Vice President of Human Resources will effectively meet the full scope of strategic, business, and employee needs categorized as essential functions of Human Resources. These needs include providing effective operations and management of human resources, a strategic approach to address current-day and long-term workforce issues, and, organizational structure that supports a positive culture with an exceptional employee experience from recruitment through their tenure.

The Vice President of Human Resources is an experienced, self-motivated, and team-oriented individual who can demonstrate expertise in strategy development and implementation, employee relations, conflict resolution, problem solving, change management, and HR systems.

Role and Responsibilities

Strategy: As a part of the Executive Team, provide a strategic approach to meet the business and employee needs of the organization. Develop, manage, and evaluate strategies and key performance indicators to support current-day and long-term workforce needs.

Diversity, Equity and Inclusion: As a part of the Executive Team, provide a strategic approach to ensure a lens of diversity, equity, and inclusion is a priority in all program development, decision-making, messaging, and program implementation. Utilize the lens to develop and maintain policies and procedures, hiring practices, compensation and benefits, employee relations, employee development, and employee experience.

Board of Directors: As the lead Human Resources executive, engage the Board Human Resources Committee, prepare for meetings, and provide reports to the committee and the Board of Directors.

Human Resources: Maintain and grow knowledge of all Human Resources, Office of Head Start, State of Wisconsin and other standards that must be applied with diligence, efficiency, and professionalism. Develop, manage, and evaluate strategies and key performance indicators for efficient and effective operations and management related to human resources including:

- **Talent Recruitment** including employee recruitment.
- **Talent Management** including candidate selection; pre-employment screening and communication; performance management; staffing plans; job descriptions; talent retention; employee relations; compliance, health and safety.
- **Total Compensation** including compensation and benefits coordination and administration.
- **Culture Building** including talent retention; employee appreciation; and employee wellness.
- **Human Resources Information Systems** including application, payroll, record-keeping and analytics systems.

Workforce Development: Develop, manage, and evaluate strategies and key performance indicators for efficient and effective operations and management related to workforce development including:

- **Pathways Program** – Next Door’s teacher development program including access to free higher education and on-the-job training for current employees and community members.
- **Professional Development** including pre-service and all professional learning.
- **Leadership Development** including leader assessment, training and coaching.
- **New Hire Orientation** including content development, communication and implementation.
- **Success Coaches** – Next Door’s staff coaches for personal and professional needs and goals.

Team Management: Oversight of the Human Resources and Workforce Development departments to ensure focus on strategies and key performance indicators. Motivate team members towards continuous achievement, collaboration and finding overall joy in their work and serving Next Door’s mission.

Communication: Possess exceptional writing, listening, and presentation skills. Ability to communicate complicated concepts, laws, regulations, and procedures with clarity, effectiveness, and confidence.

Connections: Establish and maintain cross-functional relationships with all services and programs of Next Door to understand the needs of the employees we serve. Demonstrate ability to connect with and understand our diverse workforce.

Conflict Resolution: Exercise sound judgement, ethics, and decision-making. Be skilled at diffusing potentially tense situations. Understand and utilize expert resources for guidance and support.

Confidentiality: Maintain the utmost confidentiality regarding human resources, workforce development and employee issues and circumstances.

Accountability and Performance Requirement

All staff members are accountable for knowing and performing the responsibilities associated with their individual position in an efficient and effective manner, understanding that each of us plays an integral role in the success of our mission. All staff will support the agency mission, vision, standards of conduct/code of ethics and strategic directions and support administrative decisions. This must be demonstrated by maintaining a positive work environment, and by behaving and communicating in an appropriate manner with children, families, coworkers, supervisors and the public while achieving performance expectations.

Qualifications

- Bachelor's degree from an accredited college or university required. Focus in Human Resource Management preferred.
- Master's degree from an accredited college or university preferred.
- Minimum of 5 years' experience in Human Resources required.
- Minimum of 5 years' experience in supervising a team required.
- Knowledge and experience in education, Head Start, or non-profit organizations preferred.
- Candidates should be able to demonstrate:
 - Excellent interpersonal and communication skills. Ability to communicate effectively internally and externally, with all level of employees, clients and partners.
 - Ability to work respectfully and effectively with a diverse population.
 - Strategic thinking and strategy and goal development.
 - Experience in conflict resolution and mediation.
 - A commitment to confidentiality regarding staff, clients and partners.
 - Good operational, management and leadership skills.
 - Excellent time management skills with the ability to handle multiple projects simultaneously and meet tight deadlines.
 - Ability to work and cooperate on all levels as a team member.
 - Ability to work with minimum supervision.
 - Ability to understand budgets and complex funding models.
- Proficiency in using Microsoft Office (Word, Excel and PowerPoint), Office365 (Teams, Outlook), and Human Resources databases required.
- Ability to drive and/or travel to work-related functions/meetings.
- Must have access to a personal vehicle to use on a daily basis, maintain a valid driver's license and automobile insurance with liability limits of \$300,000 (bodily injury) and \$25,000 (property damage for each occurrence).
- Must be willing to have a Tuberculosis Skin Test at the time of hire.

Safety and Health

Next Door is committed to providing a safe work environment and to fostering the well-being and health of its employees. An essential part of each employee's job is the development of safe working practices and the observance of safety rules, including:

- Following safety warnings and directions at all times.
- Using personal safety devices when required.

- Reporting any unsafe conditions to supervisor.
- Following process for reporting suspected child abuse and neglect.
- Reporting unsupervised children, after ensuring child's safety.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this position, the employee is regularly required to sit/stand and move freely throughout the day. The employee must also climb stairs and walk frequently, with bending, twisting and reaching. Must be alert with good vision and hearing.

Occasionally lifting up, holding or moving up to 50 lbs.

Work Environment

- Mainly office setting and travel to various sites for meetings.
- Some remote work available based on the needs of the organization, board of directors, leadership team, and Next Door employees.

Personal/Physiological

- Ability to make frequent, significant decisions to understand and react to the development process of children.
- Ability to respond quickly and competently to an emergency or crisis situation in order to keep staff and children safe.

Note: This position description is an accurate reflection of principal job elements. It is not intended and should not be construed as an exhaustive list of all responsibilities, skills or efforts associated with the position.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Next Door is an Affirmative Action/Equal Opportunity Employer

Next Door is committed to providing a culture in which safety is viewed as a core principle, which guides all of our decisions and process designs. All employees are expected to consistently provide high quality and safe care. Likewise, we have an ethical obligation to identify any situations where child or employee safety may be in question, so that corrective actions may be taken immediately.

To apply: Please send your resume and cover letter to [hiring@nextdoormke.org](mailto: hiring@nextdoormke.org)