

Society of St. Andrew

GLEANNING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY



Gleaning Network • Potato & Produce Project • Harvest of Hope

Job Opening: Human Resources Director

Title:	Human Resources Director
Reports to:	Executive Director
Basic Functions:	Human Resources Management
Location:	Big Island, Virginia (Lynchburg/Bedford area)
Starting Salary:	\$61,000-\$70,000/year depending on experience and qualifications
Starting Date:	January 2025
Application Info:	Email résumé (Word or PDF) to D'Lynn Burgess, Human Resources Director at hr@endhunger.org

The Society of St. Andrew, an established faith-based 501(c)(3) nonprofit organization with national reach and a \$4.2 million annual operating budget in 2025, seeks dynamic, experienced human resources professional to plan, lead, direct, develop, and coordinate the policies and activities of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization's mission and talent strategy. The Society of St. Andrew is committed to retaining talent, equitable and appropriate compensation for all staff, inclusive and diverse recruitment and hiring, opportunities for advancement within the organization, and working with staff to outline plans and processes for training in essential skills for current positions and positions they aspire to.

Specific Duties and Responsibilities

Human Resources Management

1. Collaborate with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention
2. Plan, lead, develop, coordinate, and implement policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs
3. Administer or oversee the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; DEI; performance and talent management; evaluations; productivity, recognition, and morale; occupational health and safety; and training and development
4. Identify staffing and recruiting needs; develop and execute best practices for hiring and talent management
5. Review all job descriptions and work agreements prior to posting or executing; oversee recruitment process including job postings; training interviewers on appropriate interview questions and techniques; background and reference checks; extending job offers; and closing the loop with candidates not hired
6. Review weekly time logs of non-exempt employees for organizational overtime compliance; enter part-time staff hours in payroll system
7. Conduct research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS)

8. Monitor and ensure the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; review and modifies policies and practices to maintain compliance.
9. Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; apply this knowledge to communicate changes in policy, practice, and resources to senior leadership
10. Develop and implement departmental budget
11. Prepare and promulgate staff directories for in-house use
12. Appropriately recognize staff birthdays and length of service anniversaries
13. Facilitate professional development, training, and certification activities for all staff.
14. Provide guidance and support to the Board of Directors as requested during upcoming (2027-2028) executive leadership transition

Management

1. Serve as part of the organization's senior leadership team.
2. Coordinate hiring, resignations/terminations, and length of service recognitions with Director of Accounting; track employee sick leave, vacation, and benefits
3. Keep Executive Director informed of staff transitions and any potential human resource issues
4. Train all staff on critical personnel-related recordkeeping, including accident and incident reporting; ensure reporting compliance
5. Follow all SoSA policies, rules, and guidelines and ensure that all staff you supervise do so as well
6. Securely maintain all personnel records, following federal, state, and local laws and SoSA's document retention policies

Other Duties

1. Assist in organizational financial oversight and separation of duties by performing monthly reconciliations on each of the organization's bank accounts
2. Such other duties as may from time to time be necessary or assigned

Education, Skill, and Physical Labor Expectations

- Excellent verbal and written communication skills
- Excellent interpersonal and negotiation skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills
- Ability to adapt to the needs of the organization and employees
- Ability to prioritize tasks and to delegate them when appropriate
- Thorough knowledge of employment-related laws and regulations
- Proficient with Microsoft Office Suite and GSuite
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems (Paychex)
- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred
- At least five years of human resource management experience preferred

- SHRM-CP or SHRM-SCP preferred
- Must be able to work at a desk and on a computer for prolonged periods of time
- Must be able to lift 15 pounds at times

Other

Successful education and employment records and reference checks will be required prior to any job offer being extended. A national criminal background check (at SoSA's expense and initiation) will be required upon hire. Employment with the Society of St. Andrew is at-will.

Work Hours and Conditions

This position will be based at the Society of St. Andrew's national headquarters outside Big Island, Virginia. Regular office hours are 8:00am-4:00pm Monday-Friday. Some weekend and evening work may be required. Rare overnight travel is anticipated in this position. All necessary office equipment, furnishings, and supplies will be provided. SoSA is willing to consider a 4/5 time schedule (32 hours weekly) for this position, with full benefits.

Benefits

After 60 days, this position is eligible for Health and Dental Insurance coverage. SoSA pays 80% toward individual and 70% toward family premiums for the lowest cost of several available health care options and provides assistance toward medical expenses through a contribution to a Health Savings Account for the employee.

In January or July after one full year of employment, this position is eligible for 401K enrollment. SoSA contributes 5% of salary and matches up to an additional 4% employee contribution.

Sick leave and vacation accrue from the first day of employment at a rate of 8 hours per month each. There are 12 paid holidays annually.

SoSA pays 100% of both short- and long-term disability insurance for eligible employees.

Paid parental leave, paid elder care leave, and sabbatical leave are offered. Terms of these benefits are spelled out in the Employee Handbook.