

**Human Resources Director**

Newcap, Inc. is a private non-profit Community Action Agency whose mission is to move people from poverty to opportunities & economic security and improve communities. Newcap provides selective services to ten northern & NE Wisconsin counties.

Newcap is looking to add a professional, loyal, and knowledgeable Human Resources Director to their team. This position will be responsible for all Human Resources (HR) functions, including Employee Relations, Compensation and Benefit Plans, Talent Acquisition, Training/Development and Compliance Programs. As a member of the management leadership team, you will be expected to contribute as a role model for coaching, mentoring, and leadership development in order to effect change and growth consistent with our Mission, Vision, and Values.

**Responsibilities:**

* Provide HR leadership to all locations ensuring consistency, standard operating procedures and legal compliance.
* On-site HR support at the Corporate Headquarters and as needed in other locations as well as remote support for employees located at other locations.
* Successfully implement recruiting efforts and on-boarding of new employees through marketing, interviewing, and orientation. Stay involved for retention and career development of those hired.
* Strategic partner with senior leadership to ensure that the HR function is supporting and driving desired business results.
* Coach and mentor Coordinators, Supervisors and leaders ensuring that proper written documentation is obtained.
* Employee Fringe benefit program management
* Ensure that the performance review and compensation plan is implemented and consistent.
* Draft corporate HR policies including employee manual updates and standard operating procedures.
* Remain current on HR trends related laws, benefits and safety.
* Serve as the EEO, FMLA, I9, AA and Social Security compliance expert.
* Travel to other locations and work as needed to cover duties

**Qualifications:**

* Bachelor’s or Associate degree in Human Resources or related field
* Minimum of 5 years of progressive Human Resources management experience in a multi-facility environment.
* Non-profit and service/skilled trade industry experience preferred
* Successfully created and managed leadership development programs – Servant Leadership and Strengths Finders are pluses
* Strong personal integrity, ethical standards, and the ability to “Lead by Example”
* Ability to handle sensitive information and documents with the utmost confidentiality
* Excellent written and verbal communication skills.
* Empathetic and engaging personality with a high emotional intelligence and maturity
* Energetic, forward thinking, driven and creative individual.
* Excellent organizational skills and a strong personal initiative – see what needs to be done and DOES it.

*If you feel you meet these requirements please submit your resume via email to our Human Resources partner* *Anne@hrconsultingpartners.net* *with the subject line “HR Director” to be considered.*