

POSITION DESCRIPTION

Director of Human Resources

The Company: Community Investment Corporation (CIC) is a not-for-profit corporation, capitalized by investments from more than 40 financial institutions, with a mission to be a leading force in neighborhood revitalization through innovative financing, programs, and policy leadership. A leader in the preservation of affordable rental housing, since 1984, CIC has originated more than 2,500 loans for \$1.5 billion for the acquisition and rehabilitation of more than 63,000 units of affordable rental housing in the Chicago metropolitan area. CIC services a loan portfolio of \$300 million and closes \$50-60 million in loans per year. CIC has 48 employees and an annual operating budget of \$8.2 million.

The Position: The Director of Human Resources is responsible for planning, managing and performing CIC's overall human resources activities, including legal compliance and implementation of the organization's mission and talent strategy. Responsibilities include, but are not limited to, identifying and administering staffing and recruiting strategies, administering employee benefits program, processing payroll, and maintaining employee files and CIC's personnel policy. The position will oversee employee training and implement and manage the corporation's diversity, equity and inclusion (DEI) efforts.

Reports to: Chief Financial Officer

Duties and Responsibilities:

- Monitor and ensure compliance with applicable laws and regulations
- Track trends and best practices in human resources and talent management in order to implement effective personnel practices, and periodically update the CIC personnel policy
- Manage Diversity, Equity and Inclusion (DEI) efforts
- Lead talent acquisition efforts via outreach and advertising, including appropriate social media platforms
- Perform all aspects of payroll – on-board new employees, enter salary adjustments, process payroll every two weeks, remove terminated/retired employees
- Administer employee benefit programs, including CIC's deferred compensation (401k) program, health insurance open enrollment process, and health flex accounts
- Ensure timely completion of staff goal setting and evaluations
- Maintain employee personnel files
- Assist drafting, and maintain job descriptions
- Manage staff training activities
- Coordinate Paid-Time-Off (PTO) calendars

Skills and Experience:

- ADP experience a plus
- Ability to work independently and consistently manage workload
- Strong interpersonal skills, including excellent written and oral communication skills
- Bachelor's Degree with competency in Finance or HR
- Minimum five year experience in a Human Resources capacity
- Able to work with persons of diverse backgrounds
- Commitment to neighborhood revitalization

Salary is competitive and commensurate with experience