



Fairfield County Community Foundation

Position Description

Title: Director of Human Resources and Administration

Reports to: Vice President of Finance and Administration

Supervises: Receptionist/Office Administrator

The Fairfield County Community Foundation (FCCF) is a dynamic community foundation, established in 1992 to promote the growth of effective philanthropy to strengthen the communities of Fairfield County. As a leading tax-exempt organization, we: serve as a catalyst and resource for philanthropy; identify and respond to community needs with initiatives, partnerships and strategic grant making; and create and manage charitable funds. FCCF annually awards grants of over \$12 million and has assets of approximately \$150 million.

Position overview: The Director of Human Resources and Administration develops and administers human resources to attract, retain and motivate high performing employees who are focused on achieving the organization's goals. The Director also oversees all office operations including computer systems, equipment and supplies, facilities management, and regulatory compliance. The position is supported by the Receptionist/Office Administrator.

Human Resources Duties and Responsibilities

- ◆ Develop human resources plans & strategies to support FCCF's business growth strategy.
- ◆ Lead and implement employee goal setting and the performance appraisal process.
- ◆ Recruit, conduct first interviews, and extend offers to candidates.
- ◆ Plan and conduct new employee orientations.
- ◆ Develop and coordinate training programs to provide employees skills to excel and opportunities to grow.
- ◆ Manage salary ranges and compensation to encourage and reward high performing employees.
- ◆ Identify and investigate employee concerns, and recommend steps to resolve and prevent issues.
- ◆ Monitor, administer and improve employee benefit programs.
- ◆ Maintain, review and update position descriptions.
- ◆ Maintain personnel records, update the Personnel Policy Manual as needed, and creates and maintains an Employee Handbook.

Administration Duties and Responsibilities

- ◆ Manage office systems, supplies and leased facility. Identify and recommend improvements and evaluate and negotiate vendor relationships.
- ◆ Serve as on-site administrator of FCCF computer network, and primary contact person for network support vendor. Ensure the back-up and storage of FCCF computer files.
- ◆ Oversee the updating and use of FCCF policy and procedure manuals.
- ◆ Work on other projects relating to the efficient and effective functioning of the Foundation.

Qualifications

- ◆ BA or BS degree.
- ◆ 5 + years of successful performance in HR and administrative management, with increasing responsibility.
- ◆ Computer competency, including networks and Windows software.
- ◆ Excellent communication and interpersonal skills.
- ◆ Strong organizational and analytical skills.
- ◆ Ability to manage staff and interact positively with a diverse range of people.
- ◆ Results oriented and self-directed.
- ◆ Comfortable in a fast-paced, client-oriented environment.
- ◆ Commitment to providing high quality customer service to internal and external constituents.

This position description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.

To apply

Mail or email cover letter, resume and salary requirements to: Search, Director of HR and Administration, Fairfield County Community Foundation, 383 Main Avenue, Norwalk, CT 06851-1543.
Email: searchops@fccfoundation.org

No phone calls please.

The Fairfield County Community Foundation is an equal opportunity employer.