Graphical user interface, text

Description automatically generated with medium confidence**The Opportunity**

The Urban League of Greater Pittsburgh (ULGP), an organization dedicated to the economic self-reliance, parity, power, and civil rights, of African Americans and other underserved in the Greater Pittsburgh area, seeks a Human Resources Director to support the organization as it expands staffing and sharpens its strategic focus and impact.

We are looking for a dynamic, experienced human resources professional with strong project management skills to complement our highly effective leadership team and support our outstanding staff. The ideal candidate will excel at system-building, work best when collaborating with others, and will be energized by growth and change.

Because the Urban League of Greater Pittsburgh believes that our people are the only way to achieve our mission, we embrace and welcome those with varied life experiences who are committed and interested in the challenge of helping a historied organization reimagine itself. We welcome all qualified applicants who reflect the rich tapestry of the population and culture for whom the Urban League advocates regardless of ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran status, color, religion, disability, sexual orientation, marital status, or experience with poverty or homelessness.

The ULGP offers a flexible, collaborative environment with a commitment to best practices, innovation, and growth. We welcome creative and hard-working team players who share a passion for securing economic self-reliance, parity and power, and civil rights for African Americans and other underserved urban residents.

**REPORTS TO: President & Chief Executive Officer**

**FLSA STATUS: Full-time; Exempt**

**STARTING SALARY RANGE: $70,000 - $85,000**

**The Human Resources Director**

The Human Resources Director will build and manage the systems, processes, and resources that enable the Urban League of Greater Pittsburgh’s diverse and expanding workforce to grow and thrive. The HR Director will oversee the organization’s human capital plan, including but not limited to employee recruitment and selection, compensation, wage and salary administration, benefits administration, performance management, and employee relations.

**Essential Functions**

* Supports ULGP strategic vision of executive HR-specific objectives.
* Collaborates with hiring managers to recruit the best talent to achieve the goals

of the ULGP.

* Consults with management, providing HR guidance when appropriate.
* Analyzes trends and metrics in partnership with ULGP leadership to develop solutions,

programs, and policies.

* Manages and resolves complex employee relations (ER) issues. Conducts

effective, thorough, and objective ER investigations.

* Compiles information on compensation and benefits packages to ensure

competitiveness of the ULGP based on market data.

Graphical user interface, text

Description automatically generated with medium confidence

* Maintains in-depth knowledge of legal requirements related to day-to-day

management of employees, reducing legal risks, and ensuring regulatory

compliance. Partners with the organization’s counsel as needed/required.

* Provides day-to-day performance management guidance to management

(e.g., coaching, counseling, career development, disciplinary actions).

* Works closely with management and employees to improve work relationships,

improve morale, and increase productivity and retention.

* Provides HR policy guidance and interpretation.
* Develops terms for offer letters, new hires onboarding, and promotions.
* Provides guidance on workforce and succession planning.
* Identifies training needs for the organization and individual employee development.
* Partners with ULGP leadership team to develop employee engagement

strategies targeted at increasing morale and organizational success.

**COMPETENCIES**

* + Communication
  + Relationship Building
  + Effective Time Management
  + Agility
  + Client Focus
  + Critical Thinker
  + Results Focused
  + Budget Management
  + Knowledge of Labor Laws & Regulations

**EDUCATION AND EXPERIENCE**

B.S. in Human Resource Management with 10 years of relevant work experience.

Management experience in Human Resources preferably in the nonprofit arena.

Must provide proof of full COVID 19 vaccination status.

Act 33/34 and FBI clearances required.

**HOW TO APPLY**:

Please send resume and cover letter with the name of the position and where you heard about it to jobs@ulpgh.org. No phone calls, please.

The ULGP invites all applicants to include in their cover letter a statement about how your unique background and/or experiences can contribute to the diversity, cultural vitality, and perspective of our staff, students, volunteers, and supporters.