The Organization:
What We Do
With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue
- Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.
- Develop leadership and the capacity of partners to advance our work together
- Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.
- Invest in businesses, housing, and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.
- Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over 40 years, LISC and its affiliates have invested approximately $24 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment, and other projects that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 38 markets with offices extending from Buffalo to the Bay Area and in 2,400 rural counties across 49 state and Puerto Rico. Visit us at www.lisc.org.

Position Overview
LISC is seeking a highly-motivated Human Resources professional, with a passion for operational human resources management to support the achievement of our business goals. This position is responsible for overseeing the core HR operational functions including employee relations, performance management, compensation, and compliance.

Responsibilities
• Supervise select operational HR functions, while providing the delivery of excellent employee service. Specifically, lead the administration of the compensation, performance management, onboarding systems.
• Recommend, develop, and implement policy and procedures relating to operational areas of human resources.
• Assists in resolving employee relations and employee performance issues and facilitating conflict resolution. Manage employee relation issues in a respectful, open-minded, empathetic manner.
• Reinforce and encourage the organizations strong commitment to diversity, equity, inclusion and justice.
• Advise managers on organizational policy matters, such as equal employment opportunity, discrimination, harassment, and recommend needed changes or best practices.
• Handle HR related legal issues - I-9 audits, personnel file maintenance, compliance to all federal, state, and local laws. Partner with internal and external legal counsel in problem resolution and policy creation.
• Serve as a link between management and employees by handling questions, interpreting, and administering policies and procedures, and helping resolve work-related problems.
• Analyze and modify compensation policies to establish competitive programs and ensure compliance with legal requirements.
• Oversee the evaluation, classification, and rating of occupations and job positions.
• Provide current and prospective employees with information about policies, job duties, wages, opportunities for promotion, and career planning.
• Work with leaders and employees to identify, establish, and maintain a positive work environment and authentic culture which encourages diversity, equity, inclusion, and justice.
• Partner with other HR centers of expertise including Benefits, Training & Development, HRIS and Talent to present cohesive HR strategy for organization.
• Supervise HR Assistant; facilitate redesign of new hire orientation, update of employee handbook, manage interns, fellowship and other non-staff employee programs.
• Provide oversight and administrative support to LISC’s Retirement Committee.
• Perform other duties as assigned.

Qualifications:
• Bachelor’s Degree in Human Resources or related discipline from an accredited college or university; Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.
• A minimum of eight (8) years of progressive experience in human resources management; five (5) of which must have been in a supervisory capacity; strong generalist background required.
• SPHR/SHRM-SCP certification preferred.
• Ability to handle multiple tasks simultaneously and manage highly confidential information.
• Sense of urgency and business orientation combined with customer service skills.
• Thorough knowledge and experience with contemporary HR structure and practices, including HR business partnering, shared services, and centers of expertise (e.g., employee
relations, employee experience, compensation, compliance). Experience with conflict resolution involving employer-employee issues.

- Resourceful professional, with a proven record of managing effective HR operations.
- In-depth knowledge of local, state, federal employment laws and practices.
- Able to communicate with clarity and brevity, at all levels, fostering open interaction and collaboration.
- Demonstrated capability to interface and maintain effective relationships with all departments and employees in a team-oriented environment.
- Excellent presentation skills and be able to communicate with all levels of the organization appropriately and effectively.
- Advanced proficiency in MS Office Suite and various HRIS systems.

Travel: Some domestic travel required, estimated at ~5% annually

To Apply: Submit cover letter and resume to: Lmcintosh@lisc.org. Please include “Director of Human Resources” in the subject line of your email.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY, EQUITY, INCLUSION, AND JUSTICE