

FIRST NATIONS

DEVELOPMENT INSTITUTE

DIRECTOR OF HUMAN RESOURCES – JOB DESCRIPTION

Position Title: Director of Human Resources
Reports To: Chief Operating Officer
Job Level: Exempt
Location: Longmont, CO, office
Supervises: Yes
Date Reviewed: April 2024 / Revised June 2024

FIRST NATIONS DEVELOPMENT INSTITUTE: MISSION

First Nations Development Institute (First Nations) is a 44-year-old Native American-controlled nonprofit organization whose mission is to uplift and sustain the lifeways and economies of Native communities through advocacy, financial support, and knowledge sharing.

POSITION SUMMARY

The **Director of Human Resources** position will work closely with the First Nations leadership team in the development and management of the First Nations Human Resources (HR) department. The **Director of Human Resources**' primary responsibilities include, but are not limited to:

- Supervision of HR staff;
- Management of organizational HR strategy, employee relations, recruitment, performance management, compliance, recordkeeping, compensation and benefits administration; and
- Demonstrating integrity and maintaining a high level of confidentiality.

The successful candidate requires an individual with experience in human resources specifically within a Native American-controlled organization working primarily with Native American professionals and nonprofit management, and should be grounded in Native community issues and Tribal Sovereignty with an understanding of and commitment to the mission and vision of First Nations.

ESSENTIAL JOB DUTIES

Essential job duties are performed in adherence to First Nations' standards, policies, and procedures, and to local, State, and Federal laws and regulations. Reasonable accommodation may be made, if requested, to enable individuals to perform the essential functions of the job.

This job description is not designed to cover or contain a comprehensive listing of job duties. First Nations is a collaborative organization that relies on teamwork. Other job duties may be assigned as needed.

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MANDATORY COVID-19 VACCINATION

First Nations requires all staff to be fully vaccinated against COVID-19. First Nations follows the Centers for Disease Control's (CDC) [COVID-19 vaccination recommendations](#). The selected candidate must provide proof of full vaccination against COVID-19 prior to hiring by submitting vaccine documentation to Simone Klein at sklein@firstnations.org.

HUMAN RESOURCES ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Human Resources: With direction from the Chief Operating Officer and the First Nations leadership team, the **Director of Human Resources'** functions include:

- Finalize the strategic plan for all Human Resources functions, including recruiting, selection and placement, compensation and benefits, employment records, information systems, performance development and evaluation programs, and HR policies and procedures
- Ensure that First Nations Development Institute is in compliance with applicable federal and state employment laws and regulations
- Establish and maintain a sound employee relations program in the following areas: employee communications, grievance resolution, and conflict resolution
- Manage organizational strategy for the appraisal, transfer, promotion, and termination of employees
- Develop, direct, and monitor a complete employment record keeping system; ensure the accurate and timely processing of employee changes within established policies and procedures
- Establish and implement human resource policies and procedures for First Nations, including interpreting human resource policies and procedures for employees and management staff to ensure consistency, fairness, and adherence to the goals and cultural values of First Nations
- Develop, implement, and administer a competitive and cost-effective compensation program that utilizes objective criteria to establish methods of compensation, salary ranges, and rates of compensation
- Oversee and manage health, dental, and vision benefits for First Nations employees
- Oversee all new employee general orientation programs, staff developmental meetings, and all employee meetings for First Nations
- Support, as needed, the Finance Department in addressing any payroll process issues and ensure alignment with state employment practices
- Create policies and procedures for HR staff to ensure consistency and adherence to department goals
- Host regular HR staff departmental meetings to ensure communication among staff regarding related departmental activities
- Ensure that appropriate documentation on incidents as required by policies and procedures are maintained
- Prepare and present reports on the status, activities, and plans for current and future operations; keep leadership and other departments informed of status of human resources activities by attending meetings and submitting reports

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- Supervise First Nations HR staff; assign, review, and delegate work and job responsibilities
- Coordinate training, orientations, and continuing education of HR staff
- Other duties as assigned

JOB TRAINING & PROFESSIONAL DEVELOPMENT

Under the guidance of the Chief Operating Officer, the **Director of Human Resources** is committed to maximizing training and professional development opportunities afforded by First Nations by:

- Identifying and advocating for training needed to effectively and efficiently carry out the job duties of this position;
- Developing an annual individual training and professional development plan and related timeline; and
- Setting specific and measurable performance goals annually.

WORKPLACE CULTURE

The **Director of Human Resources** is committed to:

- Modeling First Nations' [Mission, Vision, and Guiding Principles](#);
- Serving First Nations' community partners with an eye to customer service;
- Contributing positively to a diverse, equitable, and inclusive work environment where team members experience a sense of belonging; and
- Finding ways to integrate First Nations' [Mission, Vision, and Guiding Principles](#) into meetings and conversations with team members and colleagues.

EDUCATION AND EXPERIENCE

Minimum Requirements

- Bachelor's Degree in Human Resources or related field
- Six or more years of progressively challenging work experience in Human Resources for a Native American-controlled organization
- Professional Human Resources (PHR) Certification
- Experience working in a nonprofit and demonstrated understanding of nonprofit management
- Frequent travel required – two to three times per month
- Valid driver's license
- Must pass background check for position
- Available to work in an office setting four days per week

Preferred Requirements

- Master's degree in Business Management or Human Resources Management
- Knowledge of non-profit organizational structure, legal issues, boards of directors, and practices

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- Demonstrated experience working with diverse cultures and specific experience with American Indian professionals
- Certified Employment Benefits Specialist (CEBS), Senior Professional Human Resources (SPHR) Certification, and/or Certified Compensation Professional (CCP)
- Demonstrated organizational process and policy development
- Documented Native American tribal affiliation

KNOWLEDGE AND SKILL REQUIREMENTS

- Strong computer skills with knowledge and experience with Microsoft Office 365 Suite including, but not limited to, Outlook, Word, Excel, and Teams
- Knowledge and experience with virtual presentation platforms including, but not limited to, GoToMeeting, Zoom, and GoToWebinar
- Knowledge of and/or familiarity with the historical and contemporary legal development and workings/status of Tribal Nations
- Strong written, verbal, and listening communication skills
- Strong customer service focus
- Demonstrated ability to work in a team environment
- Competent self-starter who takes initiative and works independently
- Excellent interpersonal, communication, and organizational skills
- Strong administrative ability and attention to detail
- Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimum supervision
- Positive attitude, good teamwork skills, and the ability to work closely with people at all levels of experience and proficiency
- Passion for the organization's mission and advancing Tribal Sovereignty and racial and economic justice
- Strong analytical and problem-solving skills

MEASURES OF SUCCESS

- Department timelines and goals are met and assigned duties are performed
- First Nations' resources are used effectively and efficiently
- Is team oriented and open to collaboration with colleagues
- Delivers high-quality materials and resources
- Provides professional customer service within First Nations and with external partners
- Adheres to First Nations' Core Values & Guiding Principles
- Takes ownership of professional development and career goals
- Manages upward to assist with on-time deliverables, projects, and convenings

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PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Regular computer use throughout the day, ability to sit for lengthy periods of time
- Stand and walk for periods of time up to one hour during an 8- to 10-hour day
- Capable of communicating and interacting with leadership, staff, and associates
- Noise in the work environment is usually moderate
- Lift, push, pull, or carry various objects of 1-10 pounds on occasion

First Nations makes every effort to provide reasonable accommodation to staff to perform their essential job functions.

EMPLOYEE BENEFITS

First Nations provides competitive employee benefits which include:

- First Nations' health insurance contribution that could provide full coverage for employee not including family coverage and/or other supplemental benefit
- Health insurance with First Nations' contribution that includes vision and dental
- Employee life insurance with optional supplemental insurance for self/immediate family
- 403b Retirement Plan with up to 3% employee salary match by First Nations
- Flexible Spending Account
- 14 paid holidays per year
- Paid time off from December 25 to January 1 each year during office closure
- 32-hour work week (Monday-Thursday); paid vacation time starting at 64 hours per year
- Paid sick leave, 64 hours annually, for illness or to tend to immediate family health needs

Employee perks include:

- Flexible, hybrid work schedules
- Professional development opportunities
- Learning environment
- Opportunities for advancement
- Fun and friendly environment

The salary range for this position is \$103,000 to \$123,000 annually.

Starting salary is dependent on experience and skills

TO APPLY FOR THIS POSITION

- Complete the job application form at: [First Nations Employment Application Form](#).
You will be asked to upload your cover letter, resume, and three references in the job application.

We appreciate your interest in this open position at First Nations and look forward to reviewing your application.

First Nations Development Institute is an Equal Opportunity Employer.

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✉ info@firstnations.org

