

Chief Human Resources Officer

DEPARTMENT: Human Resources

ACCOUNTABILITY: Reports to Chief Administrative Officer

LOCATION: Atlanta, Georgia

Operation HOPE is a nonprofit organization working to disrupt poverty for millions of low- and moderate-income families across the nation. Our focus is financial dignity and inclusion. Through our award-winning HOPE Inside programming model, we equip young people and adults with the financial tools and education to secure a better future—coaching them through their personal aspirations and life’s challenges, and facilitating their journey to financial independence.

JOB SUMMARY

The Chief Human Resources Officer is responsible for the development and execution of the human resource approach that supports the organizational business plan and strategy. The Chief Human Resources Officer is responsible for overseeing the Human Resources department and all of its functions, including recruitment, orientation, training, benefits management, succession planning, compensation, employee recognition and morale, compliance with state and federal labor laws, staff terminations, conflict resolution and incident documentation, etc. They will assist in the development and implementation of policies and procedures for accomplishing human resources goals and objectives. The Chief Human Resource Officer will provide strategic leadership and will communicate all HR needs and updates to the executive management team.

DUTIES

- Develop HR strategy that supports the overall business goals of the company.
- Serve as a strategic business advisor to the executive management team and senior management around key organization or management issues.
- Develop a strong recruiting and retention strategy to meet the talent needs of the organization.
- Develop a strong succession plan for meeting the needs of the organization in a timely fashion.
- Evaluate and make recommendations on comprehensive compensation and benefits plans that are fiscally responsible for the organization.
- Provide overall leadership and guidance to the HR department in the areas of recruiting, career development, succession planning, retention, training, compensation and benefits.

REQUIREMENTS AND RESPONSIBILITIES

SKILLS

- Mature and ethical business professional with strong organizational, leadership, and management skills.
- Ability to multi-task in a fast paced environment with excellent communication skills (verbal, written, and interpersonal).

- Proficient in Microsoft Office.
- Experience with HRIS systems.
- Excellent time management skills, conflict resolution, competency with online administrative systems, reading and writing skills.
- Ability to display sensitivity, tact and responsiveness in various situations and maintain a high level of confidentiality.
- Ability to organize and analyze statistical data and prepare comprehensive reports, as required, to establish and maintain effective working relationships with managers and employees.

EDUCATION

Required

- BS/BA degree from an accredited college/university
- 7+ years of executive level HR experience

Preferred

- MBA or MA/MS in human resources or related field
- SHRM Senior Certified Professional (SHRM-SCP) or SHRM Certified Professional (SHRM-CP) certification
- 10+ years HR experience

EEO STATEMENT

Operation HOPE is an Equal Opportunity Employer, all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information or any other characteristic protected by law.

HOW TO APPLY

Please visit our website at: www.OperationHOPE.org and click on Careers.