



Job Title: Executive Director of People Engagement

Reports to: Company President

Date: April 23, 2021

Job Summary:

The Executive Director of People Engagements (EDPE) leads our company’s hiring, development, culture initiatives, performance management, and retention initiatives. In addition, the EDPE provides strategic counsel to our senior team and other company leaders to coach and develop co-workers all in alignment with our company vision, mission and values, and workforce planning efforts. This position also serves on the company’s Executive Team helping to provide overall operational and strategic leadership.

JOB REQUIREMENTS:

- Minimum five-years’ experience overseeing organizational development or human resources for a minimum 300-person company
- Bachelor’s degree required (concentration in human resources or organizational development desired) Master’s degree preferred
- Human Resource Information System (HRIS) software and Microsoft Office experience
- Experience working with Anabaptist cultures (Amish/Mennonite), a plus
- Experience working with family business, helpful
- Strong team leader with an ability to empower others and work in a collaborative culture
- Must be able to keep information confidential
- A strategic thinker with ability to create and implement plans and measure outcomes.
- Personality traits: low ego needs, customer focused, passionate, high integrity and good communication skills to connect with different team members, ability to maintain strict confidentiality, ability to work well in a non-traditional corporate culture, exhibits a sense of humor and perspective
- Understand and affirm the company’s vision, mission, and values

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Leading and Managing

1. Vision and Strategy - Works with our leadership teams as well as the organization at large, to collaboratively build upon and execute our long-term vision for all People, Development, and Culture functions, consistently improving effectiveness and helping achieve overall business goals
2. Actively manages the HR operations and Keim University, the training and development arm of the company, with an eye for operational efficiencies and optimal use of resources,
3. Develops an annual plan and budget for the department.
4. Leads and inspires a highly productive and professional team including regular 1 on 1’s with team members.

5. Leads team meetings which have a high level of energy, cooperation, and collaboration which result in alignment with other departments.
6. Develops, manages, and reports on key performance indicators for all People Engagement, Human Resources, and Organizational Development programs.
7. Actively participates in the company's Executive Team, contributing to the overall company decision-making processes.
8. Develops strong relationships with Executive Team and Management Team members.
9. Thoughtfully interprets the company Mission, Vision & Values to those in the department and throughout the company.
10. Actively listens to members of the department and other co-workers, maintaining and understanding current and future people, development, and culture needs
11. Helps coach company leaders in discerning the right people and the best roles for people for the company.
12. Develops and executes a personal Annual Growth Plan for personal and professional development.

Human Resources Tasks

1. In collaboration with the Executive and Management Teams, develops an annual workforce plan.
2. Partners with the Executive Team and Management Team to recruit top talent for the company that aligns with workforce plans and objectives including the development of recruiting strategy, messaging and branding, and targeting.
3. Oversees the company's compensation structure, annually updating the wage scales along with the Management Team members to ensure a fair marketing value compensation program that is externally competitive and internally equitable.
4. Regularly presents proposals for improvement in HR and Training/Development systems to the President and Executive Team.
5. Works closely with the CFO to develop annual budgets for the HR department.
6. Assists hiring-supervisors in the Recruitment/Interview/Selection/on-boarding processes.
7. Oversees payroll administration including interfacing with our PEO, Doughty Valley Leasing.
8. Administers the company co-worker benefit programs.
9. Works closely with the CIO and CFO to manage the company's HRIS and technical on-boarding processes

Culture Tasks

1. Helps maintain our core values and ensure that all decisions, programs, and processes are aligned with our culture and core beliefs; Focus on developing a culture and an emotionally intelligent workforce through the development of culture initiatives that increase diversity of thought.
2. Oversees Co-worker Appreciation / Family Event Programming for the company
3. Develops and administers an annual co-worker satisfaction survey.

Training and Development Tasks

1. Oversees Keim University, partnering with the Executive Team to maintain and build scalable on-going training/development programs in a variety of areas.
2. Partners with the Executive Team to drive leadership development and effectiveness, ensure executive alignment and drive performance aligned with business strategy.
3. Develops and administers a company-wide performance appraisal program.
4. Oversees the Employee Assistant Program (EAP) serving as the liaison with our provider SpringHaven.
5. Oversees new co-worker orientation and training.
6. Serves as a co-worker relations resource.

Compliance

1. Ensure compliance with state and federal regulations governing employment.
 - A. Keeps abreast of state and federal changes, e.g., Equal Opportunity, FLSA, FMLA, Title VII Civil Rights Act, ADAAA, Title IX, HIPAA, ACA etc.
 - B. Maintains benefit plan reporting to comply with DOL and IRS.
 - C. Monitors Keim employment practices.
 - D. Attends regular professional development opportunities in the area of compliance.