



POSITION Director of Human Resources & Administration

About the Center

The Center for NYC Neighborhoods (“the Center”) promotes and protects affordable homeownership in New York so that middle- and working-class families are able to build strong, thriving communities. Established by public and private partners, the Center meets the diverse needs of homeowners throughout New York State by offering free, high-quality housing services. The Center’s current projects support our policy goals and help to keep homeownership affordable by responding to the ongoing effects of the foreclosure crisis, the rising cost of homeownership, predatory scams, rising sea levels, and more extreme weather.

The Center is a recipient of Community Development Block Grant - Disaster Recovery (CDBG-DR) funding from the New York State Governor’s Office of Storm Recovery to implement the Residential Technical Assistance Pilot Program (RTAPP), and is a contractor to the NYC Build it Back Program, which is funded by CDBG-DR.

Position Summary

Reporting to the Chief Financial Officer, the Director of Human Resources & Administration will conduct all strategic and tactical human resources functions, as well as manage Center’s administrative functions which include Information Technology, Office Management and Facilities.

The successful candidate will work closely with senior management on administrative and human resources issues, such as talent and performance management, compliance with Federal, State and local regulations and provide senior management with up-to-date information on best employment practices. He/She is an experienced supervisor and project manager who will ensure all staff have superior administrative support.

Responsibilities include but are not limited to:

Human Resources

- Administration, oversight, and development of best practices, policies, procedures, guidelines and tools appropriate to meet HR-related needs.
- Ensure industry-leading, cost effective employee benefits programs and benefit related products and services.

- Participate in executive, management, and company staff meetings as required.
- Plan, develop and deliver professional development, leadership development and organizational development initiatives.
- Establish, implement, and lead a talent acquisition strategy that includes onboarding practices and procedures designed to recruit and hire a quality workforce.
- Assist with strategies relative to retention and staffing programs that value and leverage diversity.
- Determine and recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Contribute strategies and leadership for effective management of internal investigations, allegations of harassment or discrimination, performance remediation, performance review processes, reasonable accommodation, grievances, and terminations.
- Lead the implementation of a performance management system that includes employee professional development programs.
- Manage bi-weekly payroll including timely and accurate submission of timesheets, requests for paid time off and leaves of absence and ad hoc reports.
- Lead the shift to an HR technology system that is easy to use, easy to scale, and a source of value and satisfaction for the Center's internal stakeholders.

Administration & Facilities

In collaboration with the CFO, supervise all office management functions in the day-to-day administrative and facilities needs of staff, including

- Supervision of administrative team
- Procurement and maintenance of office equipment and supplies
- Liaise with IT consultant on service tickets and other technology matters
- Oversee maintenance and repairs of office facilities by interfacing with building management and outside vendors
- Plan and manage space allotments and office equipment for current, incoming and exiting staff.
- Supervise the security and safety of the Center with building management
- Participate in other projects as assigned by the CFO

Skills & Qualifications

- Bachelor's Degree or higher in Human Resources, Industrial Relations, Organizational Psychology, Organizational Development, Law or related fields
- Minimum 7 years experience in Human Resources disciplines with a proven track record of success as a Human Resources generalist
- High level customer service mindset with commitment to supporting both internal and external stakeholders
- Experience supporting and supervising administrative staff and office function
- Must be proactive with a demonstrated commitment to continuous process improvement

- Knowledge of employment laws, risk management and compliance best practices
- Skilled in project management, strategic planning and decision-making
- Ability to maintain confidentiality and impartiality
- Outstanding time management and multitasking skills
- High proficiency with Microsoft Word and Excel
- Excellent writing skills
- Knowledge of Payroll systems, Time & Attendance systems, Salesforce, fiscal policies and procedures
- Demonstrated commitment to staff diversity through recruitment practices

Salary

We offer a competitive salary and a comprehensive benefits package.

Application

To apply for this position, please email your resume and a cover letter with salary requirements to: careers@cnycn.org. Also, please indicate, “**Director of Human Resources**” in the subject line. Only those candidates selected for an interview will be contacted. Applicant review will continue until the position is filled. We thank you for your interest in career opportunities with the Center for NYC Neighborhoods. **No phone calls, please.**

Application Deadline

Accepting resumes until position is filled.

The Center strongly encourages Section 3 residents to participate in this hiring effort. Information to determine if you are a Section 3 resident can be obtained by contacting Natasha Pallan at (646) 237-5929 or by email at natasha.pallan@cnycn.org.

Persons requiring reasonable accommodation to participate in this hiring effort are requested to contact Natasha Pallan at (646) 237-5929 or by email at natasha.pallan@cnycn.org.

The Center for NYC Neighborhoods is an equal opportunity employer. We recruit, hire, upgrade, train, and promote for all positions and job classifications without regard to race, color, religion, creed, gender, national origin, age, physical or mental disability, marital, veteran or disabled veteran status, sexual orientation, or any other status as a member of any other legally protected group or activity.

To learn more, visit cnycn.org