



DELTA SIGMA THETA SORORITY, INCORPORATED

A Service Sorority Founded in 1913

1707 New Hampshire Avenue N.W., Washington, DC 20009 | (202) 986-2400 | Telefax (202) 986-2513

VACANCY ANNOUNCEMENT

TITLE: Director, Human Resources

FLSA CLASSIFICATION: Exempt

DEPARTMENT: Human Resources

SCHEDULE: Full-Time, 40 Hours/Week

WORKSITE: 1707 New Hampshire Ave., NW
Washington, DC 20009

REPORTS TO: Executive Director

Position Purpose and Summary

The Director, Human Resources provides senior management level leadership and guidance to the Sorority's human resources operations. The Director is responsible for maintaining knowledge of trends, best practices, regulatory changes, new technologies in human resources, talent management, and employment law and applies this knowledge to communicate changes in policy, practice and resources to upper management.-The Director identifies and implements long-range strategic and tactical processes.

Duties and Responsibilities

- Collaborates with executive management and the National Human Resources Committee to define long-term mission and goals; identifies ways to support this mission through talent management.
- Directs the employment process which entails the recruitment, selection and placement of management, professional and support employees.
- Directs the employee benefit programs to include medical, basic life insurance, disability, and retirement. Serves as liaison with carrier representatives focusing on plan design, benefit premiums, plan cost, and levels of coverage.
- Counsels staff and management on sensitive issues, job reclassification, terminations, employee conflicts and policy interpretation.

- Manages the salary and performance appraisal programs for the staff by developing salary ranges, determining beginning salaries, establishing guidelines for promotional/merit increases.
- Develops record management procedures that maintain, update, and retrieve data in an accurate and timely manner.
- Maintains knowledge of laws, regulations and best practices in employment law, human resources and employee relations.
- Submits required documentation in response to unemployment claims.
- Develops and implements departmental budget.
- Facilitates professional development and training for headquarters staff.

Minimum Qualifications, Knowledge, Skills, & Abilities

- Bachelor's degree in Human Resources, Business Administration or related field required;
- Ten years of professional experience in human resources management required
- Excellent interpersonal and conflict resolution skills
- Excellent verbal and written communication skills.
- Strong analytical and problem-solving skills.
- Thorough knowledge of employment-related laws and regulations
- Proficient knowledge and use of Microsoft Office 365 products (Word, Excel, PowerPoint, SharePoint, Teams)
- Strong supervisory and leadership skills.
- Membership in Delta Sigma Theta Sorority, Inc. is preferred, but not required.

Please visit our website, www.deltasigmatheta.org, to familiarize yourself with who are and our mission.

To apply for this position, submit a current resume that reflects that you possess the required qualifications as described in this vacancy announcement, along with a cover letter that specifically states your salary requirements and title of the desired position.

**Mail to – Delta Sigma Theta Sorority, Inc.
1707 New Hampshire Avenue N.W.
Washington, DC 20009
Attn: Human Resources**

Or email – hrmanager@deltasigmatheta.org