Title: Human Resources Director

Reports to: President

Status: Full time – 28 hours/week; Exempt with benefits

Salary Range: $65,000-$75,000

LICM Background:

Long Island Children's Museum (LICM) is a 501C3 not-for-profit organization that opened its doors in 1993 in a small pilot location, moving into its permanent home on Museum Row in 2002. LICM is committed to the serious work of play, our mission: Connecting all our communities’ children, and those who care for them, to one another and a life of wonder, imagination and exploration. Here, children discover their passions and their relationship to the world we share. Recognized with several honors, including the National Medal from the Institute of Museum and Library Services (IMLS), LICM recently became accredited by the American Alliance of Museums (AAM), which is the gold standard of museum excellence. LICM is currently the only accredited children’s museum in New York State and is one of only 16 accredited children’s museums nationwide. With a budget of $6M, 35 full-time staff, and more than 100 part-time staff, LICM is at a unique juncture - with a new President and plans for growth - after navigating through the challenges of the pandemic.

Overview – About the job

LICM seeks a Human Resources Director who will serve as the leader of HR functions and as a key partner to the leadership and management teams in creating and leading initiatives, systems and best practices to recruit, develop, and train a diverse and high-performing workforce. The HR Director will review and refresh the core human resource functions, systems, documentation, and benefits package, to recommend and lead changes as needed. This person will help build, rebuild and revamp an organizational culture that supports advancement of our mission and strategic plans focused on our greatest strategic asset – our people.

Essential Functions and Responsibilities

Candidate Recruitment, Hiring, On-Boarding

- Develop and implement targeted recruitment strategies to ensure a robust and diverse applicant pool for all openings.
- Manage the hiring process to ensure consistency across departments and appropriate communication among relevant staff.
- Develop and provide on-boarding services and orientation to all new staff members and ensure department and/or program level orientations are standardized and effective.

Professional Development and Performance Management

- Direct and oversee LICM’s DEAI efforts, training and development for staff and board.
- Train, coach, and support directors and managers to navigate evaluation, training, promotion, discipline, termination, and other HR issues.
- Collaborate with managers to update job descriptions across the agency and implement a system for regular review and revision of descriptions.
Design and implement a meaningful performance management system for employee evaluations.

Develop internal staff training and identify relevant available external training opportunities to build an environment where employees can do their best work.

Benefits/Payroll Administration

- Evaluate and update LICM’s complete benefits plan with existing PEO while expanding communications with staff.
- Research, implement, and maintain salary scales to standardized salary ranges across the organization and relative to peer organizations.
- Negotiate with PEO – benefits plan renewals, to balance quality coverage with expenses for LICM and the employees.
- Oversee all payrolls, and prepares and processes payroll, working with Office Manager. Monitors relevant reports to ensure accuracy.
- Track employee benefits (vacation days), manage workers compensation claims reporting (with assistance from Office Manager) and answering unemployment and verification of employment requests.

General HR Administration and Systems

- Understand, interpret and share relevant laws related to workforce management and ensure all HR processes and actions comply with these laws.
- Review current HR systems and explore, and ultimately implement, new systems based on organizational needs.
- Consults with legal counsel as appropriate on workforce matters.
- Creates and maintains employee files.
- Perform other activities/projects as assigned.
- Assist managers and directors with disciplinary actions, training, and documentation

Qualifications

- A bachelor’s degree in human resources, or a related field, is required. A master’s in human resources or an HR-related field, is preferred or equivalent work experience.
- A minimum of 7-10 years of Human Resources experience, including 3+ years management, non-profit experience is a plus.
- Broad/Generalist experience across a range of competencies
- Track record of a commitment to Diversity and Inclusion with strategies and outcomes to support that commitment.
- Demonstrated experience influencing and leading transformational change across the organization and building this capability in others.
- Demonstrated initiative in determining new or modifying existing HR policies and procedures and effectively communicating them to staff and board members.
- Demonstrated organizational leadership and decision-making capability at a senior management level in a collaborative manner.
- Proficiency in MS Office products and HR systems.
- Understanding of state and federal labor laws and regulations.

Schedule:

28 hours/week, M-F, with at least two weekend days/month. LICM is open 6 days/week September-June, and 7 days/week July-August, and having a presence and connection to all staff and experience programming is important, so some nights and weekends are required. Available for emergency consultations.
LICM is an Equal Opportunity Employer

To apply, please send email with cover letter and resume to resumes@licm.org with subject “HR DIRECTOR.”