



Early Learning Coalition of Broward County, Inc.

Job Description

Position: Director of Human Resources

Reports to: Chief Operating Officer

FLSA Status: Exempt

Position Status: Full-Time

Grade: 46

JOB SUMMARY: The Director of Human Resources provides strategic and operational leadership for all human resources functions at the Early Learning Coalition of Broward County (ELC Broward). This role oversees all core HR functions including the development, implementation, and oversight of HR strategies, policies, and practices that support organizational effectiveness, regulatory compliance with federal, state, and local employment laws, recruitment and retention, employee relations, HR system management, performance management, training and development, and staff morale. This role serves as a trusted advisor to leadership and plays a critical role in cultivating a high-performing, compliant, and mission-driven workforce. The ideal candidate brings strong nonprofit or public-sector HR experience, sound judgment, and the ability to balance strategic leadership with hands-on execution in support of ELC Broward's mission, values, and operational needs.

While titled Director of Human Resources, this role operates with senior-level authority and organization-wide impact typically associated with an executive function. The Director serves as the organization's chief HR strategist and practitioner, with full responsibility for HR strategy, governance, compliance, and execution. Compensation reflects the depth of expertise, scope of responsibility, and critical leadership role this position plays in advancing the organization's mission and workforce effectiveness.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (This description reflects the major duties and responsibilities of the job; the employee is expected to perform these, and other job-related duties as may be required. Additions, deletions, or changes may be made to this description at any time without prior notice).

- Provides strategic and operational leadership for all HR functions; leads, manages, and develops HR department staff.
- Drives HR functional planning, workforce forecasting, and organizational development aligned with ELC Broward's mission and strategic goals.

- Partners with the CEO and Executive Leadership Team to foster a positive culture, employee engagement, and mission alignment.
- Proactively identify employment-related trends and risks; develops responsive programs, policies, and practices.
- Serves as senior advisor on complex and high-risk employee relations matters; ensures compliance with ADA, FMLA, Title VII, and applicable laws.
- Ensures compliance with all applicable federal, state, and Florida labor and employment laws, EEO requirements, and workplace safety standards.
- Develops, updates, and maintains the Employee Handbook and all HR policies per current law and funder/contractual requirements.
- Maintains accurate personnel documentation; ensures compliance with audit, reporting, and recordkeeping requirements.
- Oversees all aspects of recruitment, hiring, and offboarding, including job descriptions, postings, interview process, and onboarding.
- Leads and continuously improves organization-wide performance management, evaluation, and succession planning.
- Develops and monitors staff training and professional development programs for current and future workforce needs.
- Leverages HR data and analytics to drive continuous improvement in staffing, retention, and performance management.
- Collaborates with the CEO and Executive Team to design and administer employee benefits and wellness programs.
- Collaborates with Chief Administrative Officer on administration and compliance of all employee benefit programs per applicable laws and regulations.
- Collaborates with the Chief Administrative Officer on compensation strategies, salary structure, and market assessments.
- Ensures accuracy and effectiveness of HR information systems; monitors metrics related to hiring, turnover, performance, and training.
- Leads continuous efforts to streamline HR processes, systems, documentation, and internal controls.
- Acts in the best interests of Broward County's constituents and in support of ELC Broward's mission, values, and ethical standards.

SUPERVISORY RESPONSIBILITIES:

- This position supervises HR Specialists and Generalist.

COMPTETENCIES:

- High Integrity
- Strong Leadership Skills
- Good Judgment
- Ability to Work Effectively in Teams

- Ability to Meet Deadlines
- Strong Organizational Skills
- Attention to Detail and Accuracy
- Strong Problem-Solving Skills
- Good Communication Skills, Written and Verbal
- Ability to Maintain Confidentiality
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Experience with HRIS platforms (UKG Pro, ADP, Paylocity, or similar)
- Working knowledge of applicant tracking systems (ATS) and performance management platforms
- Proficiency in HR data analysis and reporting tools
- Knowledge of employment law compliance platforms and documentation systems

WORK ENVIRONMENT:

- This position operates in a professional office environment and remotely.
- This role uses commonly used applications that include Advance computer skills with knowledge of Microsoft Word, Excel, PowerPoint Presentations and E-mail.

PHYSICAL AND MENTAL DEMANDS:

- Ability to remain in a stationary position (seated or standing at a workstation) for extended periods of time.
- Ability to move and ambulate throughout the office, between departments, and to offsite locations as needed to perform job functions.
- Ability to position oneself to access materials stored at floor level (stooping/crouching), at shoulder height, and overhead (reaching/extending arms above shoulder level).
- Ability to operate a computer keyboard, mouse, telephone, and standard office equipment repetitively and on a continuous basis.
- Ability to occasionally lift, carry, push, or pull materials, boxes, or documents weighing up to 15–25 pounds.
- Visual acuity (with corrective lenses if required) sufficient to review written documents, computer screens, and detailed reports.
- Hearing ability (with assistive devices if required) sufficient to communicate by telephone, in meetings, and during in-person interactions.
- Ability to communicate clearly and effectively both verbally and in writing.
- Ability to analyze complex information, synthesize data from multiple sources, and exercise sound independent judgment.
- Ability to manage multiple priorities, concurrent projects, and competing deadlines in a fast-paced environment.
- Ability to maintain strict confidentiality and exercise discretion with sensitive personnel, legal, and organizational information.

- Ability to remain composed, objective, and professional when addressing difficult employee relations matters or workplace conflict.
- Strong attention to detail and ability to concentrate for extended periods on complex tasks.
- Ability to adapt quickly to changing organizational priorities and work effectively under pressure.
- Ability to build and maintain effective, trust-based working relationships across all levels of the organization.

POSITION TYPE AND EXPECTED HOURS OF WORK:

- This is a full-time exempt position that requires the employee to adhere to ELC's Telework Agreement.
- The work hours are typically Monday through Friday, 8:30 am - 5:00 pm.
 - This position may work nights, weekends, and holidays.
 - This position may regularly work longer hours.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in human resource management, Business Administration, or a related field from an accredited institution.
- Minimum 10 years of progressive HR management and leadership experience, with at least 5 years in a senior HR leadership role.
- Demonstrated experience operating in a dual capacity: strategic HR business partner and hands-on HR practitioner when needed.
- Proven experience managing complex employee relations matters, investigations, and legal compliance in a government-funded or regulated environment.
- This is a position of special trust and individual must meet all applicable requirements.

PREFERRED QUALIFICATIONS

- Active SPHR (HRCI) or SHRM-SCP credential, strongly preferred
- Experience in early childhood education, social services, child welfare, or a comparable mission-driven nonprofit sector.
- Familiarity with Florida-specific employment law, state agency compliance, and government grant or contract HR requirements.
- Experience selecting, implementing, or optimizing an HRIS platform.
- Bilingual (English/Spanish or English/Haitian Creole) a plus given Broward County's diverse community.

ADDITIONAL REQUIREMENTS:

Background Checks

Employment in this position is contingent upon obtaining and maintaining satisfactory:

- Verification of Required Education and/or Credentials
- Level II Background Check
- Drug Screen
- Valid Florida Driver License
- Valid Automobile Insurance
- Access to Reliable Transportation
- E-Verify
- High-Speed Internet Access that can be maintained daily, with at least 50Mbps when working in a secure home location.

REASONABLE ACCOMADATION WILL BE MADE FOR AN OTHERWISE QUALIFIED INDIVIDUAL WITH A DISABILITY.

Acknowledgement of Receipt by Employee:

I, _____ have read the requirements for the position of Director of Human Resources. I accept the duties and responsibilities described and attest that I meet the requirements for this position as outlined in the job description. I further acknowledge that this job description is not intended to be a contract for employment and that the Early Learning Coalition of Broward County, Inc. reserves the right to make any necessary revisions to the job description at any time. By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the ELC.

Signature of Employee

Date

Name of Employee (please print)