

University City Science Center Job Posting

The University City Science Center is seeking an accomplished business partner to serve as Director Human Resources. This role functions in a stand-alone capacity and is a direct report to the Vice President, Finance & Administration. The DHR is a member of the leadership team for the University City Science Center, a small entrepreneurial, nonprofit organization contributing in both a strategic and tactical capacity. This role functions as an HR business partner, guiding all matters related to human resources for an employee population of 60+ associates (and providing oversight of HR matters for on-site contractors).

Responsibilities/Duties:

- Functions as a strategic business advisor to the executive/senior management regarding key organizational and management issues.
- Establishes and implements HR policies and initiatives that effectively communicate and support the company's vision, mission, and desired culture.
- Partners with executive leadership and operational management to ensure business alignment, mutual trust and accountability, positive business results, organization effectiveness, and open communications.
- Interacts with all level of employees and assures an environment of open communication and trust with the HR function.
- Recommends and develops HR plans and strategies to support the achievement of the company's overall business objectives.
- Identifies and implements best practices and operational efficiencies.
- Establishes professional and career development, succession planning, and retention strategies.
- Identifies training and development needs; and facilitates solutions through personal or third-party vendors.
- Champions a compensation philosophy and practices that are both market-based, non-profit industry based, and performance-based to ensure that all employees are appropriately rewarded.
- Working with the benefits broker and the CFO, participate in benefit administration and vendor selection; assess benefit needs and trends and recommend changes.
- Through direct effort and third-party support, where necessary, recruits top-tier talent to the company.
- Creates, implements, and oversees the performance evaluation and merit review process while ensuring that performance management is an ongoing process; cultivate a mentoring culture.
- Creates and updates HR policies and procedures and employee handbook; provides guidance and interpretation.
- Directly, or in partnership with the CFO, prepares or participates in governmental reporting requirements.
- Proactively and reactively resolves employee issues; handles all EEOC matters.

- Assures compliance with all Federal and State compliance matters and remains current on related legislation and updates.
- Stays current with best HR business practice and recommend innovative solutions to optimize employee engagement.
- Establishes and maintain reporting metrics and dashboard for high-level reporting to leadership team.
- Collaborates with CFO on HR budget.
- Responsible for company compliance with Federal and State legislation pertaining to all employment matters. Stay current on recent federal, state and case law changes and monitors labor law updates and newsletters for changes that affect HR.
- Supervises and manages a small team of Administrative Assistants providing diverse supporting activities.

The successful candidate will possess a BS/BA from an accredited College/University; SPHR, SHRM-SCP preferred and a minimum 15 years' human resources experience with at least 10 years in a managerial leadership role. Experience in a fast paced, smaller company setting is highly desired. Previous non-profit work experience or volunteerism is a plus.

The Science Center offers a comprehensive employee benefit package which includes Medical, Dental, Short and Long-Term Disability, Flexible Spending, Life Insurance and 403(b) with a significant company match.

Salary is commensurate with experience.

Interested candidates should forward a resume along with salary requirements to:

Anna Kirk Casetta
Executive Search Consultant
CCI Consulting
acasetta@cciconsulting.com
Hillcrest II
721 Arbor Way, Suite 180
Blue Bell, PA 19422

For more information, check us out on the web at www.sciencecenter.org

We are an Equal Opportunity Employer