

Full Job Description



POSITION TITLE: Director of Human Resources

REPORTS TO: Director of Finance/President

WORK SCHEDULE: 8 a.m. to 4:30 p.m., Monday through Friday

FLSA Status: Full-Time/Exempt

SALARY RANGE: \$92,000 to \$97,000

Brothers Redevelopment is a nonprofit organization that provides housing and various housing-related services for the region's low-income community members, older adults, and people living with disabilities across Colorado.

Schedule: Shift – approximately 8 hours per day between the hours of 8:00 a.m. to 4:30 p.m. with a 30-minute lunch break unless arrangements have been agreed to by the employer and the employee; 5 days/week. Usually 40 hours/week.

Position Summary:

The Director of Human Resources leads and manages all human resources functions in support of the Brothers mission, values, and strategic priorities. This role balances compliance, employee advocacy, and operational effectiveness while supporting a diverse workforce often funded through grants and contracts. The HR Director serves as a strategic partner to leadership and a trusted resource for staff.

Key Responsibilities

Mission & Strategy

- Align human resources practices with the organization's mission and strategic goals
- Advice the President and leadership team on workforce planning, organizational development, and employee matters
- Support organizational growth, change, and sustainability initiatives

Talent Management

- Oversee recruitment, hiring, onboarding, and retention of staff, including grant-funded positions
- Promote equitable, inclusive, and mission-driven hiring practices
- Support succession planning and staff development

Employee Relations & Culture

- Foster a positive, inclusive, and value-driven workplace culture
- Coach managers on performance management, corrective action, and employee engagement
- Address employee concerns, conduct workplace investigations, and resolve conflicts

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Compensation, Benefits & Leave Administration

- Administer compensation and benefits programs in alignment with nonprofit budget constraints
- Ensure proper classification of exempt and non-exempt employees
- Oversee leave programs, including FMLA, state-mandated leave, and organizational policies
- Compliance & Risk Management
- Oversight of Payroll and its systems
- Manage Brothers 403B program and work in conjunction with payroll

Compliance & Risk Management

- Ensure compliance with federal, state, and local employment laws
- Maintain and update HR policies, procedures, and employee handbook
- Support compliance with grant and contract requirements related to staffing and reporting
- Partner with legal counsel, auditors, and external consultants as needed

Training & Development

- Develop and coordinate training related to compliance, leadership development, and best practices
- Support staff professional growth and organizational learning

HR Operations

- Oversee HR systems, personnel records, reporting, and data integrity
- Manage HR budget, vendors, and consultants
- Supervise HR staff and Administrative Assistant/Receptionist
- Oversight of Brothers office management ensuring front office maintains positive presence working with diverse clients and policies/procedures are adhered to while supporting President with administrative matters

Education & Experience

- Bachelor's degree in Human Resources or equivalent.
- 5-8 years of progressive HR experience preferably in a nonprofit or mission-driven organization
- Demonstrated experience handling employee relations and compliance matters

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- Experience working with a PEO (currently ADP Workforce Now)

Knowledge, Skills & Abilities

- Strong understanding of employment laws and nonprofit HR practices
- Experience working with grant-funded or contract-funded positions
- Excellent interpersonal, communication, and problem-solving skills
- Ability to balance compassion with accountability
- High degree of discretion and professionalism

Mental Demands:

- Most of the duties are varied and regularly require analysis, comprehension, or limited judgment and discretion. Some of the duties may not conform to standard practices requiring the use of the analysis and interpretation to resolve problems.
- Requires the use of mathematical skills occasionally or about 1/3 of the time.
- Requires continuous concentration, alertness, and attention to detail.
- Requires an intermediate level of reading and writing.

Physical Demand Classification: LIGHT (Occasionally lifts up to 25 pounds)

Physical and Communication Demands:

- Constant (67-100%): Forward reaching, grasping, handling, fingering, vision, hearing, sight with color perception, writing or composing in the English language, reading.
- Frequent (34-66%): Sitting, talking to coworkers, talking on the phone, responding to written/verbal requests from coworkers, responding to written/verbal requests, receiving verbal instructions, receiving written instructions.
- Occasional (1-33%): Standing, walking, stair climbing, bending, squatting, kneeling, stooping, crouching, climbing, twisting, side bending, over-head reach, talking to customers, written communication to customers.

Description of Tasks:

- Pushing/Pulling: Occasional pushing/pulling is required when the employee is using hand truck to move files or office supplies. Force pounds were estimated to be up to 25 LBS
- Lifting/Carrying: Occasional lifting/carrying is required when the employee is moving files, boxes, and office supplies. Force pounds were estimated to be up to 25 LBS.

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- Sitting: The employee sits constantly at a workstation or desk.
- Standing/Walking: Alternate standing and walking is performed occasionally when employee is walking to make copies on the copying machine, faxing documents, or going to assist others in the company.
- Climbing: Climbing is performed when the employee needs to climb onto a step stool to reach items on shelves.
- Bending/Stooping/Crouching: Forward torso bending, stooping, and crouching may be preference of the worker when reaching or material handling at lowered work surfaces, and/or reaching for items on the lower shelves.
- Squatting/Kneeling: These techniques can be used by the employee when performing lifting, carrying, or with position tolerance tasks. Squatting/kneeling can be applied up to 1/3 of the workday.

This position has regular verbal and written contact with administrative personnel, middle, and senior management. The nature of these communications ranges from a routine exchange of information to a process of securing information and/or responding to inquiries where explanation and discussion may be required using judgment.

Equipment, Machines, Tools used:

Computer, computer software, scanner, printer, telephone, copier, facsimile machine, calculator, postage machine, paper cutter, and hand truck. May use other equipment as required for the position.

Description of Work Environment:

Environmental Exposure:

Inside: 100%

Temperature: Air-conditioned room

Work is performed primarily indoors unless the employee is required to go out of the office on errands. Employees will be in contact with chemicals (i.e., toner for copier and facsimile machines), and materials (i.e., paper) normally found at offices. Employees will also be exposed to minimal noise and vibration.

Vision and Hearing:

Must be able to clearly see the computer monitor with or without corrected vision. Must be able to judge or distinguish distance and space relationships.

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Must be able to hear within a normal range with or without a hearing device.

Preferred Certifications

- SHRM-CP / SHRM-SCP
- PHR / SPHR

Location

This position works from Brothers main Edgewater location; with one (1) remote day. Subject of change as needed.

Benefits:

403B with 3% of salary match, Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, Paid time off including vacation, sick and personal leave; plus, paid holidays; and a solid working environment!

Additional Information:

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Employee's Signature

Date

Employee's Printed Name