



Position Description

Manager of Human Resources (HR)

Position Overview: As the Manager of Human Resources (HR) for Lafayette, you will play a pivotal role providing direct and daily HR support to the entire organization. You will shape our human capital strategy by fostering a positive and inclusive work environment and ensuring compliance with labor laws and regulations. You will collaborate with department heads to drive the organization's people-centric initiatives. Your expertise will be crucial in attracting, developing, and retaining top talent while championing the organization's values and mission.

Responsibilities:

- **HR Knowledge and Leadership:** Perform daily HR functions and serve as HR SME. Partner with senior leadership to develop and execute HR strategies aligned with Lafayette's mission, values, and goals.
- **Talent Acquisition and Management:** Administer the recruitment process, including job posting, interviewing, and selection. Create and implement effective onboarding and orientation programs to ensure new hires are integrated seamlessly.
- **Performance Management:** Develop and oversee performance appraisal systems, setting clear performance expectations and facilitating continuous feedback. Provide regular reports to senior management on HR trends and insights.
- **Employee Relations and Engagement:** Foster a positive and inclusive work environment by promoting open communication across the organization, addressing employee concerns, and ensuring employee satisfaction. Provide coaching and guidance to managers to maximize engagement and enhance the overall employee experience.
- **Benefits and Compensation:** Manage all aspects of employee benefits programs, including health insurance, retirement plans, and other perks. Write and issue RFPs for benefit plans when needed.
- **Compliance and Legal:** Stay current with labor laws, regulations, and best practices to ensure the organization's HR policies and practices comply with relevant laws. Participate in all HR related audits and maintain accurate records and documentation related to personnel matters.
- **Training and Development:** Identify training needs, build training programs, and facilitate learning opportunities to enhance employee skills and knowledge, promoting professional growth. Craft and analyze metrics to measure the effectiveness of HR and training programs and initiatives.
- **Diversity, Equity, and Inclusion:** Lead initiatives to foster a diverse, equitable, and inclusive workplace. Implement strategies to ensure all employees feel valued and have equal opportunities for growth.

Qualifications:

- **Education:** Bachelor's degree in Human Resources, Business Administration, or related field. Master's degree in HR, Business, or a relevant certification (e.g., SHRM-SCP, SPHR) is preferred.
- **Experience:** A minimum of 5-7 years of progressive HR leadership experience, ideally in a non-profit or mission-driven organization. Demonstrated experience in strategic HR planning, employee relations, performance management, and compliance.
- **Knowledge and Skills:**
 - Strong understanding of HR laws and regulations, including FMLA, ADA, EEO, and other relevant labor laws.
 - Excellent performance in both daily HR responsibilities and longer-term strategic initiatives.
 - Exceptional interpersonal and communication skills to build relationships across all levels of the organization and throughout the communities we serve.
 - Proven ability to lead, mentor, and increase HR knowledge throughout the entire team.
 - Proficiency in daily use of HRIS systems (Paycor or equivalent), and Microsoft Office Suite.
- **Ethical Standards:** High level of integrity and a commitment to maintaining confidentiality in handling sensitive HR information.
- **Problem-Solving and Change Management:** Strong analytical and problem-solving skills to address complex HR challenges, and the ability to lead the organization through transitions.
- **Passion:** A genuine commitment to the non-profit sector and Lafayette's mission.

Working Conditions: The Manager of Human Resources is a full-time, on-site position reporting to the Chief Financial Officer (CFO) and collaborating with various department heads and external partners. Core office hours are 7:15 a.m.–3:45 p.m. Mon.–Th. and 7:15 a.m.–1:00 p.m. Fri. Additional hours may be required occasionally, including evenings and Saturdays. This position is primarily based in Manchester, Missouri, and attends other worksites from time to time.

Lafayette Industries is the largest single full-time employer of adults with developmental disabilities in Missouri. We enable individuals to improve work and social skills through an innovative training partnership as well as a contract packaging business. We are a 501(c)(3) organization and have been in continuous operation for over 47 years. If you have a demonstrated successful track record leading Human Resources, we want to talk to you! We offer a competitive salary, a fun, high-energy work environment, and full benefits. This is a salaried position.