



Director of Human Resources

FLSA Classification: Exempt

Reports to: Chief Operating Officer

Salary Range: \$92,228 to \$103,176 DOE

To apply, please visit: <http://tinyurl.com/mshf-hr-director>

Application Deadline: Open Until Filled

JOB DESCRIPTION

About the Foundation

Mat-Su Health Foundation (MSHF) is the official business name of Valley Hospital Association, Inc., which shares ownership in Mat-Su Regional Medical Center. In this capacity, MSHF board members and representatives actively participate in the governance of Mat-Su's community hospital to protect the community's interest in this important healthcare institution. The MSHF mission is to improve the health and wellness of Alaskans living in the Mat-Su and the tools it uses include grantmaking, convening of local partners and policy change. MSHF's work has resulted in significant improvements in systems that support the health of Mat-Su residents in areas such as behavioral health, child welfare, crisis response, community connections, workforce development, transportation, housing and senior services.

Position Summary

The Director of Human Resources oversees the day-to-day operations of MSHF's human resources function with intention and in alignment with the Foundation's Team Principles and Social Contract, which are centered on: respect, positivity, team-focused, health and equity. This role helps develop and foster a healthy, inclusive and productive work environment. It promotes a culture of excellence, compassion, positive morale and strives for excellence in all aspects of the life cycle of an employee. As the subject matter expert in human resources, the Director makes recommendations to guide the design of organizational structures, workflows and processes to assist staff in realizing MSHF's mission and vision.

Job Responsibilities

Leadership

- Partner with Foundation leadership to help develop a healthy, inclusive and productive company culture, creating an environment that promotes great performance and positive morale.
- Serve as a thought partner with supervisors to apply MSHF policies, navigate employee relations and ensure compliance in a way that aligns with the Foundation's purpose, vision, values, team principles and social contract.
- Develop and implement human resources and operational strategies by establishing department accountabilities.

- Enhance recruitment process to attract employees who strengthen the organizational culture and are committed to the MSHF mission. Make recommendations on processes to hire a diverse workforce.
- Determine and help implement recruitment, onboarding and retention best practices to strengthen organizational culture, employee development and missional impact.
- Make recommendations regarding total rewards, including compensation, incentives and benefits consistent with the Foundation's compensation philosophy. In partnership with the Chief Financial Officer (CFO) and COO, inform compensation analysis with a third-party vendor to regularly assess the market competitiveness and internal equity of the Foundation's wages with the market; collaborate with MSHF leadership to adjust as needed; and advise supervisors on the Foundation's compensation practices.

Management/Administration

- Support the CFO and COO in executing the annual administration of all health benefit and 401(k) retirement plans, including executive retirement plan, open enrollment, systems requirements, management of reporting of renewal and results, compliance reporting, auditing, regulatory filings and communications.
- Work collaboratively with the COO and others to develop and implement a comprehensive professional growth and development program for employees.
- Refine performance management evaluation processes, manager guidance and employee training to ensure fair and equitable application. Coach managers on setting specific, measurable, achievable, relevant and timely (SMART) goals tied to MSHF's operating and strategic plans.
- Administer performance review software and ensure it is being applied equitably and fairly by managers; work with leadership and management to set percentage protocols and define ratings; and require documentation for ineffective and exceptional scores.
- Review, renew and maintain operational compliance of professional liability contracts and audits.
- Update and keep current the MSHF Employee Handbook and HR policies and procedures consistent with applicable federal, state and local laws while aligning with the Foundation's organizational culture.
- Maintain personnel files and Human Resources Information System (HRIS) system.

Internal and External Relations

- Educate all staff on the role of human resources and improve their ability to manage conflict in the workplace.
- Build relationships and trust with staff.
- Work with leadership and managers to improve psychological safety across the Foundation.
- Represent MSHF in the HR sector and network with peers to strengthen support and innovation.

Health Equity Promotion

- Embrace and support the Foundation's commitment to diversity, equity and inclusion (DEI) by leading Foundation-wide strategies as jointly determined and prioritized by the Foundation's COO and Chief Community Impact Officer (CCIO).
- Ensure the human resources function aligns with the Foundation's commitment to DEI as it relates to but not limited to recruiting, policies, benefits, etc.
- Advance personal and professional growth in cultural competency and equity.



Competencies

- Excellent communication skills and strong interpersonal and organizational skills.
- Proven effectiveness in leading and developing professional support staff to enhance total team performance.
- Proven effectiveness in project management skills.
- Collaborative and egoless approach to creating solutions and making decisions.
- Demonstrated ability to serve and guide leadership and staff in navigating tactical and complex human resources situations as the HR subject matter expert.
- Flexible self-starter, able to multitask while also being highly detail-oriented.
- Demonstrated ability to strategically align the human resources function with the Foundation's strategic plan, vision and values.
- Strong analytic skills and the ability to think strategically, politically and programmatically.
- Ability to analyze, understand and chart a path through challenging legal, risk and compliance issues.
- Knowledgeable about benefits, operations, compliance and interface with other internal departments (i.e., IT, Marketing, Payroll, Administration, Finance).
- Strategic thinker with ability to view projects and processes with a "big picture" view.
- Ability to work independently and interact effectively with staff and senior management.
- Demonstrated ability to project a positive image of the Foundation to employees, grantees and community.

Education, Experience and Certification(s)

- Bachelor's degree in human resource management, law, business or a related field preferred.
- Minimum 8 years of experience at a management level in Human Resources management required.
- Professional HR designation (i.e., SHRM-SCP or SPHR) preferred or ability to obtain professional HR credentials within one (1) year of hire. Experience in Employee Benefits Administration or Contract Administration required.
- Experience either as an employee or board member of a nonprofit organization preferred.
- Experience in hospital or health systems operations and governance preferred.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Supervisory Responsibilities

This position requires experience in positively managing personnel to achieve objectives.

Work Location

Wasilla, Alaska

Work Environment

Employee will be working in a typical office environment with offices, moderate temperature and equipment noise.

Physical Demands

Employee will be spending considerable time at a desk using a computer terminal.