



EMPLOYMENT OPPORTUNITY

VICE PRESIDENT, HUMAN RESOURCES

ABOUT OUR COMPANY

Community Development Corporation of Long Island, CDCLI was founded in 1969 when government, business and civic leaders on Long Island came together to address the growing demand for affordable housing. With the mission to “invest in the housing and economic aspirations of individuals and families by providing solutions that foster and maintain vibrant, equitable, and sustainable communities,” CDCLI maintains steadfast in its commitment to its three pillars of focus: (1) Community Development and Housing for All; (2) Economic Stability; and (3) Advocacy. That strong tri-sector support continues today.

CDCLI is a regional and national leader in affordable housing and community development, with high standards of performance and a desire to identify and implement creative ways to solve problems and empower residents in the community.

CDCLI programs are complex, multi-partnered and diverse. CDCLI is committed to making dreams of long-term economic stability come true. As a chartered member of NeighborWorks®, CDCLI is certified to meet a high standard of fiscal integrity and service performance to assist local residents in achieving their dreams, and is recognized by NeighborWorks® as an “exemplary organization.”

THIS OPPORTUNITY

This is an exciting opportunity to join a growing, award winning company that is at the forefront of the sustainable housing community on Long Island. The position is ideal for a forward-thinking, innovative and proven leader with experience in all aspects of Human Resources and the ability to work in a fast-paced, high-level environment to achieve desired outcomes.

The VP of Human Resources, is responsible for the strategic planning and direction of all people functions within the Organization. Cultivating a dynamic team that continuously thrives and develops within a mission-driven, high energy environment. The VP of Human Resources establishes and ensuring amenableness with policies and practices that maintain the ethical and social conscience of the Company, while adhering to all government regulations, positioning the organization to be an employer of choice.

KEY FUNCTIONS INCLUDE: Development of a mission driven, employee oriented company culture that emphasizes quality, continuous improvement and growth, key employee retention and development and high performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Act as business partner to executive team and management staff to ensure strategic and programmatic goals for the corporation are achieved.
- Assist with attracting, motivating and retaining the most qualified and diverse talent.
- Assess training and development needs; identify and coordinate learning and development initiatives to support the team's success.
- Assist management with staff development, mentoring programs and succession planning.
- Maintain compliance with all mandatory trainings required through the Department of Labor and other government related training.
- Develop and implement employment policies; including ensuring the Employee Handbook is up-to-date and compliant with federal, state and local laws and regulations.
- Assist team members by handling questions, interpreting and administering policies and helping resolve work-related issues.
- Manage, design, evaluate and modify compensation and pay programs along with salary grades, ensuring compliance with legal requirements and competitiveness to market as well as internal equity. Includes participation in salary surveys.

- Oversee and evaluate effectiveness of annual performance and goal appraisal processes, ensuring all employees are evaluated as per CDCLI policy.
- Handle all employee relations matters for CDCLI. This includes advising management on CDCLI policy matters such as equal employment opportunity, harassment, discrimination, ADA and leave laws. Conduct investigations as is necessary.
- Keep abreast of HR technology, ensure streamlined and efficient processes are consistently utilized
- Manage job descriptions and classification systems and define job levels in partnership with managers. Determine exemption status for all positions in accordance with FLSA.
- Administer all benefits for the Agency. Manage open enrollment process for benefits and direct preparation and distribution of all benefits materials for employees.
- Act as System administrator for the human resource information system, including entering new hires, changes and terminations, benefits including rate tables for premiums and contribution splits.
- Handle all legal proceedings along with employment counsel.
- Conduct exit interviews as is necessary and share relevant information with executive team.
- Handle and account for all Agency leaves.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in business, management or human resources required. Master's degree or SHRM certification in Human Resources preferred.
- Ten (10) years progressively responsible experience in human resources management. Supervisory experience preferred.
- Human capital development skills
- Experience with full cycle recruiting
- Demonstrable leadership abilities
- Proficiency with Microsoft office, and relevant HRMS required.
- Excellent interpersonal, communication and presentation skills required.
- Strong ethics, leadership and organizational skills required.

How to Apply: Please send resume and cover letter with salary requirements to:
aheitner@cdcli.org.

Generous benefits package includes medical, dental, vision and retirement plans, as well as tuition reimbursement.

CDCLI is proud to be an equal opportunity organization. We celebrate it, we support it, and we thrive on it for the benefit of our employees, our consumers, and our community.