



Description

Haven is the nonprofit organization supporting survivors of domestic violence, sexual assault, stalking and sex trafficking in Gallatin County, Montana. Haven is on the cusp of a new stage for the organization, opening a world-class shelter and community resource center, doubling its staff in a three-year timeframe, and launching new partnerships that focus on supporting survivors in all areas of their lives and healing.

The Director of Operations and HR is a new position at Haven that will work with the Executive Director to guide the organization's growth and potential by implementing and managing the systems, infrastructure, and processes needed to bring the vision for the organization to life. If you are a highly capable, experienced, and empathetic operations strategist who is passionate about making lofty goals a reality, this could be the job for you.

Your work will be in partnership with Haven's experienced Leadership Team and will be guided by Haven's values of empowerment, equity, access, growth, integrity, and connection. If these values resonate, Haven might be the right fit for you.

Essential Functions

Operations

- Serve as a member of the staff Leadership Team. Partner with the Executive Director and Board of Directors in executing the development of long-range strategic plans for all areas of responsibility and an overall corporate strategic plan
- Manage applicable processes for staff input and implementation on Haven's EIJ efforts
- Manage Haven's RFP process and relationships with contractors
- Serve as organizational liaison to legal counsel on HR and operational matters
- Maintain, regularly review, and ensure timely renewals and updates of all required organizational legal documents/registrations - including: Articles of Incorporation, Bylaws, state charitable and/or business registrations, federal 501c3 status
- Lead the Operations Team to deliver high quality, well-run, "seamless" staff meetings and retreats, Board meetings, strategic planning retreats, and other in-person or remote gatherings
- Negotiate and secure organizational insurance coverage policies (Liability, Property, Legal, Directors & Officers). Ensure coverage amounts match current organizational needs
- Develop policies and manage Haven's IT and security needs
- Directly supervise the Administrative Coordinator and Facilities & SAF-T Coordinator

Human Resources & Culture

- Accountable for ensuring Haven's Human Resources policies and procedures honor our organizational culture and are fully up-to-date and compliant with applicable local, state, and federal laws and regulations
- Advise Haven's Personnel Committee on recommendations for Haven's Personnel Manual; ensure the implementation across the organization of any changes that are made to the Manual
- On an annual basis, lead the process of reviewing and updating Haven's equitable compensation calculator, in partnership with the Executive Director and Finance Director
- Create, develop and implement annual employee engagement surveys
- Be a champion for Haven's culture focused on support and connection
- Schedule and lead regular and/or urgent update meetings with the Leadership Team on critical HR and organizational issues that require executive input or decisions
- Oversee all recruitment, hiring, employee performance evaluation, discipline, and termination processes. Review and approve decisions and documents to ensure consistency and compliance with established law as well as internal policies and procedures
- In partnership with department heads, develop and ensure the implementation of equitable recruitment tools and processes, interview guides and processes, and employee onboarding
- Schedule and direct annual audits of personnel files to ensure files for all employees are complete, accurate, and up-to-date
- Review and approve content and costs for all benefits programs, including FSA, health plans, wellness stipends, and paid time off
- Direct and approve the administration of workers compensation and unemployment claims
- Review and approve all employee reimbursements

Required Qualifications

- Minimum 7 years of experience in HR and/or operations
- Strong track record of playing a supporting role to organizational leaders
- Strong project management skills with the ability to organize, lead and motivate teams to execute projects
- Awareness of systems of oppression and an understanding of how they impact organizations
- Effective communication among all levels of an organization
- Bachelor's degree

Preferred Qualifications

- SHRM Certified Professional credential
- Experience working in the nonprofit sector

Responsible to: Executive Director

Hours: Haven is piloting a 36-hour work week which provides staff members with the flexibility to work four 9-hour days or shortened days throughout the week. As this is a salaried position, some work will inevitably require attention outside of "normal" business hours.

Compensation: Haven uses a compensation calculator to set equitable pay at the organization. Calculator scores are determined by responsibilities, professional and personal experiences, and the physical and emotional labor required to meet the job requirements. Depending on experience level, the annual salary for this position will be \$88,000-\$92,000.

Haven offers generous benefits, including 200 hours of paid time off (PTO) annually; 9 holidays of the employee's choosing; full health, dental and vision insurance coverage for the employee; 8 weeks of paid parental leave; monthly wellness reimbursements; and a 3% retirement match available January 1st following the first year of employment.

To apply

Email resume, cover letter, and three professional references to julie@havenmt.org by Friday, September 2 at 5:00 pm. Please include the subject line: Director of Operations and HR.