

BOARD POSITION PROFILE – HUMAN RESOURCES

Position Goal

Provide direction in developing and executing strategies for HR compliance and organizational development of the Future Foundation Board, volunteers and staff.

Key Roles and Responsibilities

- Provide the Board and CEO with strategic oversight and leadership regarding organizational development and HR best practices.
- Guide the recruitment, training and succession planning of Board members, staff and volunteers.
- Mitigate risk and exposure through analysis and consideration of HR impacts and planning.
- Liaison with CEO on employee relations, policy, and any changes in Federal and State regulations.
- Serve on the Governance Committee.

Skills, Knowledge, and Abilities

- In-depth knowledge of human resource practices including organizational development, employee relations, compensation & benefits
- Knowledge of and/or ability to learn recruiting channels for staff and volunteers
- Experience in employee training, retention and succession planning
- Knowledgeable of all applicable State and Federal laws governing HR functions

General Requirements

- Ability to meet required time commitments
- Interest and enthusiasm for Human Resources
- “Roll your sleeves up” attitude; eagerness to contribute to the advancement of Future Foundation
- Serve as an advocate for Future Foundation at every opportunity
- Fundraise and work to develop resources sufficient to ensure the future of Future Foundation

Personal Attributes

- Honesty and integrity
- Excellent communication skills
- Good team-builder and team member
- Respected and respectful
- Solid professional reputation