



The Mountain Center (TMC) Human Resources Director

Overview: The Human Resources Director (HRD) is a key leadership position responsible for overseeing and implementing all aspects of the TMC human resources (HR) functions. The HR Department is a one-person department that supports approximately 55-65 employees, all located in New Mexico. Although a one-person department, the HRD is supported by the Executive Team, the Executive Assistant, and a Team of Program Managers that support HR functions. This role is integral to developing and executing HR strategies, policies, and training that align with the TMC's goals and foster a positive work environment. The Human Resources Director serves as a strategic partner to the executive team and program managers, providing guidance on matters related to talent management, employee relations, compliance, and organizational development. This position is onsite (not remote or hybrid) in Santa Fe, and also requires regular travel to different TMC local office locations.

Key Responsibilities:

- **Strategic Leadership:** Develop and implement HR strategies and initiatives that support the organization's mission, vision, and objectives. Collaborate with the Executive Team and key managers on HR strategies with overall business goals.
- **Policy Development and Implementation:** Develop, implement, and maintain HR policies, procedures, and programs that ensure compliance with relevant laws and regulations while fostering a positive and inclusive workplace culture.
- **Talent Acquisition and Management:** Lead the recruitment and selection process, including workforce planning, sourcing, interviewing, background checking, and onboarding. Develop and implement strategies to attract, retain, and develop top talent. Implement performance management processes to assess and develop employee performance.
- **Employee Relations and Engagement:** Serve as a resource and advisor to employees and managers on HR-related issues, including conflict resolution, performance coaching, and disciplinary actions. Recommend and implement involuntary terminations. Develop initiatives to promote employee engagement, satisfaction, and retention.
- **Hiring, Onboarding, and Terminations** - Manage the hiring and onboarding structure and outreach for candidates, conduct exit interviews, and manage voluntary and involuntary terminations. Manage Unemployment compensation claims account.

- Organizational Development: Identify opportunities for organizational development and change management initiatives. Lead efforts to improve organizational effectiveness, employee productivity, and workplace culture.
- Training, Education and Development: Develop and implement training and development programs to enhance employee skills, knowledge, and capabilities. Identify training needs, coordinate training activities, deliver trainings, and evaluate program effectiveness.
- Compensation, Benefits and Leaves: Oversee and implement the design, implementation, and administration of compensation, benefits, and leave programs. Ensure competitive and equitable compensation practices that support employee retention and motivation. Manage annual insurance quotes and annual health insurance meetings.
- Payroll: Manage and process the biweekly payroll. Ensure accuracy of payroll calculations, including regular pay, overtime, bonuses, deductions, and benefits. Verify timesheets and attendance records. Respond to employee inquiries regarding payroll, deductions, and benefits. Liaison with the payroll vendor.
- Compliance and Risk Management: Ensure compliance with all applicable employment laws, regulations, and industry standards. Stay abreast of changes in legislation and proactively address compliance issues. Manage HR-related risks and mitigate potential liabilities.
- HR Analytics and Reporting: Utilize HR metrics and data analytics to inform decision-making, measure HR effectiveness, and identify trends. Prepare and present HR reports and dashboards to senior management.
- Leadership and Development: Provide leadership, guidance, and mentorship to the Executive Team as well as key managers. Foster a culture of continuous learning, development, and innovation within the HR function.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field; Master's degree preferred.
- 8+ years of progressive experience in HR roles, with at least 3-5 years in a leadership or management capacity.
- Strong knowledge of HR principles, practices, and regulations.
- Demonstrated experience in strategic HR planning, talent management, and organizational development.
- Demonstrated ability and willingness to “get into the HR administrative weeds”
- Excellent leadership, communication, coaching, and interpersonal skills.
- Strong collaboration and team-building skills.
- A stickler for accuracy, timeliness, and follow-through.
- Proven ability to build relationships and influence stakeholders at all levels of the organization.
- Experience working in a fast-paced, dynamic environment with a diverse workforce.

Preferred Qualifications:

- Prior experience in supporting a behavioral health and/or outdoor adventure organization.
- Professional certification such as SHRM-SCP or SPHR is preferred.

Equal Employment Opportunity: The Mountain Center provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, ancestry, national origin, age, sex, marital status, spousal affiliation, sexual orientation, gender identity, genetic information, or physical or mental handicap or disability or serious medical condition, military or veteran status, or any other protected class under the New Mexico State or Federal laws.

Americans with Disabilities Specifications: The position requires long periods of sitting and working at a computer; occasional standing and walking. Presentation and community outreach tasks may require the employee to sit or stand for long periods of time. Moderate local travel to/from TMC's five properties, typically by automobile; must be comfortable driving on unpaved/uneven roads and in inclement weather, during sunrise/sunset and in the dark. Employee must have the ability to clearly communicate in person, in writing, in large and small groups, and on the telephone in the decibel range of normal conversation levels. Employee must be able to hold a pen, type and grasp documents.

Work Environment: Office environment, walking, standing, climbing stairs, long periods on a computer.

Equipment Used: Personal computer and standard office equipment (phone with voicemail, fax, copier, scanner, calculator).

Job Responsibilities Notes: The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. The Mountain Center may change the specific job duties with or without prior notice based on the needs of the organization.