



Job Title:	Chief Human Resource Officer Department: Human Resources	Job Category:	HR
Department/Group:	Admin	Job Code/ Req#:	
Location:	Richmond, TX	Travel Required:	When needed
Level/Salary Range:	\$105,000 to \$115,000	Position Type:	Full-time
HR Contact:	CEO	Date posted:	Click here to enter a date.
Will Train Applicant(s):	Yes	Posting Expires:	Click here to enter a date.
External posting URL:	http://www.fbwc.org/who-we-are/careers		
Internal posting URL:	http://www.fbwc.org/who-we-are/careers		

Job Description

The Fort Bend Women's Center is a non-profit agency that has been bringing healing and hope to survivors of domestic violence and sexual assault since 1980. Our mission is to help survivors of domestic violence and sexual assault and their children to achieve safety and self-sufficiency, while striving to prevent violence against women.

Job Summary:

The Chief Human Resource Officer (CHRO) is responsible for developing and executing human resource strategy in support of the overall business plan and strategic direction of the organization, specifically in the areas of succession planning, talent management, change management, organizational and performance management, training and development, and compensation. The CHRO provides strategic leadership by articulating HR needs and plans to the executive management team and the board of directors.

Responsibilities:

- Establish and implement HR efforts that effectively communicate and support the agency's mission and strategic vision for 120+ employee population.
- Develop HR plans and strategies to support the achievement of the overall objectives of FBWC.
- Function as a strategic business advisor to the leadership team regarding key organizational and management issues.
- Work with FBWC leadership team to establish a sound plan of management succession planning that corresponds to the strategy and objectives of the agency.
- Develop comprehensive strategic recruiting and retention plans to meet the human capital needs of strategic goals.
- Develop and implement comprehensive compensation and benefits plans that are competitive and cost-effective.
- Provide overall leadership and guidance to the HR function by overseeing talent acquisition, career development for employees, retention, training, leadership development, compensation, and benefits.
- Assist in translating strategic business plans into HR strategic and operation plans to support a healthy, sustainable, and high-performance culture.
- Engage with employees and lead by example.
- Someone willing to interweave their skills and talents with ours, flexible, career development and learning mindset, leads by example and trust their team.
- Effective communication and active-listening skills.
- Other tasks as required.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and critical thinking skills.
- Supervisory and leadership skills.
- Thorough knowledge of employment-related laws and regulations.
- Knowledge of and experience with varied human resource information systems.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- A BS/BA degree from an accredited college/university; MBA or MA/MS in human resources or related field preferred.
- A minimum of 10 years of HR experience, with five years of executive HR experience.
- SHRM Senior Certified Professional (SHRM-SCP) or SHRM Certified Professional (SHRM-CP) certification preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift fifteen pounds at times.

I have read and understand the duties and responsibilities of the position.

Employee: _____

Date: _____