



AIDSAlabama
Housing Is Healthcare

Position Description

DIRECTOR OF HUMAN RESOURCES

Incumbent	Open
Functional Title	Director of Human Resources
Supervisor	Chief Executive Officer
Department	N/A
Salary Range	\$70,000 to \$90,000
Location	Birmingham, Alabama
FLSA Designation	Exempt

Duties and Responsibilities

The primary purpose of this position is to provide strategic leadership and oversight of transactional operations for all human resources (HR) functions, ensuring alignment with business objectives and organizational success.

1. Develop and execute HR strategies that align with the organization's mission, vision, and strategic objectives.
2. Partner with executive leadership on workforce planning, organizational effectiveness, and succession planning.
3. Analyze HR metrics and trends to recommend initiatives that improve organizational performance and employee engagement.
4. Direct talent acquisition, onboarding, and retention initiatives to attract and retain a qualified workforce.
5. Collaborate with department leaders to forecast staffing needs and develop recruitment strategies.
6. Evaluate recruitment metrics and implement continuous improvements to hiring processes.
7. Direct compensation and benefits programs to ensure competitiveness, equity, and compliance.
8. Conduct compensation analyses and recommend salary adjustments and incentive programs.
9. Manage relationships with benefit providers, brokers, and third-party vendors.
10. Provide strategic guidance on employee relations, investigations, conflict resolution, and performance concerns.
11. Ensure compliance with federal, state, and local employment laws and organizational policies.
12. Develop and maintain HR policies, employee handbooks, and compliance procedures.
13. Lead performance management, leadership development, succession planning, and employee engagement activities.
14. Identify organizational training needs and oversee professional development programs.
15. Promote a culture of accountability, inclusion, collaboration, and continuous improvement.
16. Oversee end-to-end payroll operations, ensuring employees are paid accurately and on time while maintaining strict compliance with federal, state, and local tax laws.
17. Develop and manage the HR department budget and allocate resources effectively.
18. Oversee HR technology, reporting, and operational processes to improve efficiency and data integrity.
19. Supervise, mentor, and develop HR staff while establishing departmental goals and performance expectations.
20. Other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to supervise and train people
- Ability to work full time, including occasional nights and weekends
- Ability to engage in limited local and statewide travel, requiring a valid driver's license, a driving record acceptable under AIDS Alabama's policies, and – when using a personal vehicle for travel – automobile insurance meeting the minimum limits established by AIDS Alabama
- Ability to review and interpret written information; prepare and respond to written communications; communicate effectively with clients, colleagues, and community partners; and exchange accurate information in person, by telephone, and through electronic communication
- Ability to communicate effectively, orally and in writing, in English
- Ability to engage in long periods of sitting, standing, or walking; frequent movement between work areas; climbing stairs; and occasional stooping, bending, reaching, or lifting and carrying materials weighing up to 20 pounds

Minimum Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related field; and
- At least five (5) years of progressive HR experience; and
- At least three (3) years of leadership or management experience
- SHRM-SCP, SHRM-CP, SPHR, or PHR certification preferred

AIDS Alabama is proud to offer eligible full-time employees a comprehensive benefits package that currently includes employer-paid individual health insurance, generous paid time off and paid holidays, extended leave, a retirement plan with employer matching, pre-tax spending account options, and support for qualifying professional licensure expenses. Eligible salaried employees may also benefit from flexible scheduling opportunities, subject to supervisory approval and the operational needs of the organization. Employees may also elect dental, vision, life, and other supplemental coverage. Eligibility, coverage, and benefit terms are governed by applicable policies and plan documents and are subject to change.

AIDS Alabama is an equal opportunity employer. We do not discriminate on the basis of actual or perceived HIV status, race, color, national origin, religion, sex, sexual orientation, gender identity, age, national origin, disability, protected veteran status, genetic information, pregnancy, or any other characteristic protected by law. Employment is contingent upon satisfactory completion of the pre-employment requirements applicable to the position. Depending on the duties of the position, these requirements may include verification of identity and authorization to work; verification of education, license, certifications, or other credentials; professional reference checks; a criminal background check; a motor vehicle record review; and other lawful, job-related screening requirements. Any disability-related inquiry or health-related screening will be conducted only after a conditional offer of employment and in accordance with applicable law. AIDS Alabama will consider reasonable accommodations when required by law.