



Director, Human Resources

Are you passionate about making a difference in the lives of others every day while growing your career in Human Resources?

Senior Housing Options, Inc., a non-profit providing affordable, safe housing and care for seniors and people with disabilities, has a great opportunity for a Director of Human Resources to join our leadership team.

The Director of Human Resources will be accountable for the management and overall success of the Human Resources function at Senior Housing Options, Inc. This role will report directly to the Executive Director and as part of a two-person HR team, provides HR support to nearly 200 employees across 13 properties. The Director of Human Resources is a critical leader in our organization and works with the collectively the leadership team to uphold our mission and support a safe, stable, and comfortable living environment for our residents.

Key duties include:

- Manages an HR/Payroll Specialist to collectively provide broad-based HR support including recruiting, payroll, benefits administration, employee relations, training and compliance
- Collectively with the leadership team, champions the design and implementation of employee wellness initiatives
- Supports employee development initiatives and regulatory compliance requirements; maintains all recordkeeping through the Learning Management System (LMS)

Qualified candidates will have:

- Bachelors' Degree in Business, Human Resources or related field
- 5-7 years' experience managing the HR function for a small organization (150-400 staff)
- 2+ years' experience supervising one or more HR and Payroll staff
- Non-profit experience preferred
- Capacity to solve a wide range of complex problems and advise management on recommended solutions
- Ability to read, write, speak and understand the English language fluently, and communicate verbally and in writing at a professional level
- SPHR, PHR, SHRM Senior Certified Professional (SHRM-SCP) or Certified Professional (SHRM-CP) credential preferred

Expected Hours of Work:

- This role is considered full-time and works 40 hours per week, typically Monday through Friday. Travel to the various properties will be required (less than 40%) and is primarily local during the business day, although some out-of-area and overnight travel may be expected.

What We Offer:

- Paid holidays and paid time off
- Employer-subsidized health and dental insurance benefits for employees
- 403(b) retirement plan with 2% match, subject to vesting requirements
- Opportunities for training, career growth and leadership development
- An employer with a mission you can believe in and a team that works together to achieve it!

You will love working in our lower downtown corporate office in a historic Denver building, less than two blocks from Union Station with easy access to LightRail. Please contact jobs@seniorhousingoptions.org and attach your resume to apply.