



## **DIRECTOR OF HUMAN RESOURCES SPECTRUM GENERATIONS**

Spectrum Generations, the Central Maine Area Agency on Aging and Aging and Disability Resource Center, seeks a highly motivated, confident leader to direct its human resources department. The director of human resources is a key member of the senior management team of this well-established nonprofit, which employs 85 on a full-time basis and 160 per diem. By strategically developing Spectrum's human resources, the most important factor in the quality of its services, this individual will advance its mission: promoting life-long learning, health, wellness, nutrition, community engagement, and social well-being of all older and disabled adults.

### **Organizational overview**

Spectrum Generations has been a leading provider of information and advice, referrals, programs and activities for adults for more than 30 years. Founded in 1972 as Central Senior Citizens' Association, the organization initially focused on transportation and takeout meal services. Five years later, it introduced Meals on Wheels, using volunteers only, and was the first in the state to use this method. Over time, it expanded its resources and in 2003, launched its Bridges Home Services Division, providing personnel support services to hundreds of older adults in central Maine.

Today's Spectrum Generations is poised to serve adults of all ages and backgrounds in a changing, challenging world. As Mainers look forward to longer, more active lives and seek to engage in new physical and intellectual challenges, Spectrum helps with:

- Socialization
- Fitness and exercise
- Health and wellness
- Proper nutrition
- Caregiver support
- Adult day services
- Home care
- Health insurance counseling
- Financial management
- Alzheimer's and dementia
- Medicare and Medicaid

Headquartered in Augusta, Spectrum Generations operates six community centers as well as a co-location at People Plus in Brunswick, where clients can attend events, access educational opportunities, have health screenings and enjoy social activities.

Through its legislative efforts, Spectrum works to keep Mainers aging healthy in their homes and fights against any threats to Maine seniors.

Additional information about Spectrum Generations can be found at <https://www.spectrumgenerations.org/>.

## Position responsibilities

The director of human resources is a member of the Senior Management Team, the Strategic Planning Group and the Leadership Team; co-chairs the Board of Director's Human Resources Committee; and chairs the Safety Committee and Culture Work Group. This individual is responsible for:

1. **Organizational Development:** The director develops organizational strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to the agency's strategic planning efforts; and establishing human resources objectives aligned with agency objectives. This position is responsible for talent acquisition and onboarding, employee training, employee recognition and retention programs and succession planning.
2. **Compensation and Benefits Management:** The director is responsible for researching, establishing, and administering the agency's compensation and benefits system with utmost attention to competitiveness, equity, and current policies and regulations.
3. **Human Resources Policies and Procedures:** The director guides management and employee actions by researching, developing and communicating human resources policies, procedures, methods, and guidelines that ensure compliance with applicable laws and regulations and reinforce the organization's values.
4. **Employee/Volunteer Safety and Wellness:** The director stays abreast of current occupational legislation and requirements to maintain our workplaces in OSHA compliance, working closely with the facilities manager and other agency managers to implement sound practices.
5. **Legal Compliance:** The director ensures compliance with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislative changes; enforcing adherence to requirements; and advising management on needed actions in areas including but not limited to ADA, FMLA, AA/EEO, FLSA, HIPAA and cases involving disciplinary actions and termination.
6. **Volunteer Management:** The director oversees the day-to-day activities of the agency's volunteer coordinator to ensure proper maintenance of the volunteer databases and to drive volunteer recruitment, onboarding, ongoing engagement and recognition efforts.
7. **Budgeting:** The director develops the financial strategies of the agency's human resources operation by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; creating action plans; measuring and analyzing results; initiating corrective actions; and minimizing the impact of any shortfalls.

## Requirements

A bachelor's degree is required for the position, along with at least eight years of progressively responsible work experience, including three to five years of supervisory experience. Applicants with a master's in business administration and/or Professional Human Resource (PHR) certification are preferred. Nonprofit experience and Senior Professional Human Resources (SPHR) certification are both highly desired.

A comprehensive set of skills and abilities is required to lead Spectrum's human resources department. The successful candidate will bring the following to the role:

- Firm commitment to the organizational mission
- Respect for confidentiality in all matters

- Intellectual curiosity and devotion to personal professional development through regular participation in conferences, professional organizations and educational opportunities; voracious consumption of professional publications; maintenance of a robust professional network
- Track record as an ambitious self-starter who is reliably prepared, attuned to emerging risks and opportunities, thrives on new and different requests, and actively seeks opportunities to grow and add value
- Demonstrated strength in leading and participating in cross-functional teams
- Experience in strategic planning and special project execution
- Ability to multi-task, prioritize and apply sustained focus and attention to detail
- Sharp analytical skills and excellent judgment
- Skill in delegating, empowering and team-building
- Experience executing the leadership concept of centralized planning, distributive control, and decentralized execution
- Exceptional communication skills, both written and verbal, and the ability to relate effectively and convey complex information to diverse constituencies

### **Reporting**

This position reports directly to the president and CEO and is responsible for directly supervising three full-time employees and two part-time staff members.

### **Compensation**

The director of human resources will earn a comprehensive benefits package and competitive salary commensurate with experience. The successful candidate can expect a formal review after six months as well as an annual review.

### **To apply**

Interested candidates should submit a cover letter and resume to Starboard Leadership Consulting at the following address [search5@starboardleadership.com](mailto:search5@starboardleadership.com). The cover letter and resume should contain detailed information concerning work experience, past successes, leadership and human resources experience and qualifications. Please be prepared to provide contact information for professional references upon request.

Paper copies may be sent to Lisa Belyea, Starboard Leadership Consulting, 84 Harlow St., Suite 4, Bangor, ME 04401, but **electronic submission of materials is preferred**. No phone inquiries, please. Applications will be considered on a rolling basis until the position is filled.