



Post Office Box 309, Boonville, NC 27011  
 533 N Carolina Avenue Highway 601 N  
 Telephone (336) 367-7251 – Fax (336) 367-3637  
 Serving: Davie, Stokes, Surry, and Yadkin Counties

<b>To:</b>	<ul style="list-style-type: none"> <li>• Interested Persons</li> <li>• N. C. Employment Security Commission (Fax 679-7350)</li> </ul>
<b>From:</b>	Kathy Payne, Interim Executive Director
<b>Date:</b>	February 12, 2013
<b>Re:</b>	JOB VACANCY - <b>REVISED</b>
<b>Position Title:</b>	Human Resource/ Resource Development Director
<b>Location Address:</b>	YVEDDI District Office 533 N. Carolina Avenue, Highway 601 N Boonville, NC
<b>Work Schedule:</b>	Monday – Friday, 8:00 a.m. – 5:00 p.m. Full Time, 40+ hours per week, Exempt
<b>Wage Range:</b>	\$40,000 - \$50,000 per year
<b>Starting Date:</b>	By March 11, 2013
<b>Job Objective:</b>	<p>This position is responsible for contributing to the overall strategic HR leadership of the company with approximately 240 employees. Assist with the development and implementation of human resources policies, programs and services, including recruitment, selection, retention, legal compliance, training and development, employee benefits, employee relations, employment practices and procedures, employee communications and employee events, performance appraisal design and system maintenance, compensation planning, benefits administration support, and other resource development opportunities.</p> <p>Provide leadership in connection with all fundraising initiatives, major gifts, planned giving and special events and campaigns. This position, together with the Executive Director and the board of directors, is responsible for formulating and implementing both long and short-term fundraising strategies and plans in order to increase contributions and expand the organization's</p>

	<p>sustainability and service delivery systems.</p> <p>Assist with special projects to include preparation of new proposals and grant applications, and performance of responsible and professional administrative work in researching, identifying, developing and responding to public and private grant opportunities.</p>
<b>Education Requirements:</b>	<ul style="list-style-type: none"> <li>• <b>Bachelor's Degree in Human Resources.</b></li> <li>• <b>Masters in Business or Human Resources Management or related field preferred.</b></li> <li>• Two (2+) years experience in Human Resources Management preferred.</li> <li>• SHRM Certified Senior Professional (SPHR) preferred.</li> <li>• Sound knowledge of the principles and practices of personnel administration; working knowledge of all aspects of personnel management to include, but not limited to EEO, Harassment, and Whistle Blower regulations and procedures.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent organizational skills and interpersonal skills, including ability to negotiate conflict and maintain constructive working relationships with people at all levels of an organization (both inside and outside the company) and observe confidentiality.</li> <li>• Ability to use software packages, e.g., spreadsheets (Excel), word processing (MS Word), HR database.</li> <li>• Ability to meet deadlines; accomplish work in order of priority; professionally maintain composure and effectiveness under pressure and changing conditions.</li> </ul>
<b>Close Out Date</b>	February 25, 2013
<b>Contact:</b>	<p>Kathy Payne, Interim Executive Director  <a href="mailto:kpayne@yvheadstart.com">kpayne@yvheadstart.com</a>  336-367-3520  Employment Application available for download at  <a href="http://www.yveddi.com">www.yveddi.com</a></p>

EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER