

DIRECTOR OF HUMAN RESOURCES (DHR)

LOCATION: LIMITED HYBRID — SHOREVIEW, MN (IN-OFFICE PRESENCE REQUIRED BASED ON ORGANIZATIONAL NEEDS)

SALARY: \$120,000 - \$140,000 + BENEFITS

The Minnesota Association of Professional Employees (MAPE) seeks a talented Director of Human Resources (DHR) to establish, lead, and sustain a comprehensive human resource strategy that supports MAPE's mission, workforce stability, organizational effectiveness, and compliance with federal and Minnesota employment laws.

The DHR provides strategic guidance and operational support to the Executive Director, leadership staff, employees, Executive Committee, and Board of Directors on matters related to workforce management, organizational culture, employee relations, labor-management coordination, and risk mitigation. This role will build and maintain a professional HR infrastructure where none previously existed in a fully developed form. The DHR will foster a workplace environment grounded in accountability, transparency, equity, and respect while ensuring that staff are equipped to effectively serve MAPE members.

RESPONSIBILITIES

Strategic Leadership

- Serve as a trusted advisor to the Executive Director on organizational effectiveness, workforce planning, and leadership development
- Partner with executive leadership to develop and support the implementation of a comprehensive human resource strategy aligned with MAPE's mission and long-term goals
- Provides advice and consultation on dispute resolution, performance issues, and interpretation of applicable Collective Bargaining Agreements and correct application of policies and procedures to the Executive Director and staff leadership
- Guide organizational change initiatives and culture development efforts
- Support succession planning and leadership continuity
- Provide workforce insights to inform strategic decision-making

Human Resources Operations

- Establish and oversee all core HR functions, including:
 - Recruitment and hiring
 - Onboarding and orientation / Offboarding
 - Performance management
 - Employee relations
 - Compensation and benefits administration
 - Policy development and compliance
 - Training and professional development
 - Records management
 - Neutral and fair fact-finding investigations
- Develop standardized HR processes, tools, and documentation
- Implement or optimize HR systems and technology
- Ensure accurate and confidential personnel recordkeeping

Employee Relations & Workplace Culture

- Serve as neutral intake for employee concerns and workplace issues
- Conduct or oversee investigations into complaints, conflicts, and policy or law violations
- Facilitate conflict resolution between staff, supervisors, and departments
- Promote a respectful, inclusive, and psychologically safe workplace
- Provide coaching to managers on effective supervision and communication
- Support initiatives that strengthen trust, morale, and engagement

Labor-Management & Union Environment Coordination

- Support leadership in navigating a unionized workplace with professionalism and consistency
- Interpret and administer collective bargaining agreements affecting staff
- Serve as a liaison on workforce matters between management, staff unions, and leadership
- Ensure management actions align with contractual obligations
- Assist with negotiations preparation and implementation of agreements

Compliance & Risk Management

- Ensure compliance with applicable federal, state, and local employment laws, including:
 - Title VII

- ADA
- FMLA
- Minnesota Human Rights Act
- Wage and hour laws
- I-9 requirements
- Data privacy obligations
- Establish legally compliant policies and procedures
- Conduct audits of HR practices and records
- Mitigate organizational risk through proactive guidance
- Coordinate with legal counsel as needed

Performance Management & Workforce Development

- Design and implement a consistent performance evaluation system
- Support goal setting, feedback processes, and professional growth
- Provide training programs for supervisors and staff
- Identify skill gaps and development opportunities
- Promote equitable access to learning and advancement

Benefits Administration

- Oversee employee benefits programs and vendor relationships
- Ensure compliance with benefits regulations
- Support employees with benefits education and enrollment
- Evaluate programs for competitiveness and sustainability

Governance Support

- Provide guidance to the Executive Director, Executive Committee, and Board on workforce matters while maintaining appropriate confidentiality boundaries
- Develop clear protocols for HR communication with governance bodies
- Prepare workforce-related reports for leadership as appropriate
- Ensure that personnel matters are handled professionally and lawfully

QUALIFICATIONS

Required

- Bachelor's degree in Human Resources, Organizational Development, Business Administration, or related field
- Minimum of 3 - 5 years of progressively responsible HR leadership experience
- Experience building or rebuilding HR functions and systems

- Demonstrated expertise in employment law
- Strong experience in employee relations and investigations
- Proven ability to advise senior leadership
- Exceptional interpersonal, communication, and conflict-resolution skills
- Ability to maintain strict confidentiality

Preferred

- SHRM-SCP, SPHR, or equivalent certification
- Experience in nonprofit, government, or unionized environments, especially in working for a labor union.
- Experience working with boards of directors
- Change management experience
- Familiarity with Minnesota employment laws and public-sector labor environments