



**Position Description:** Human Resources (HR) Manager

**Location:** Fort Wayne, Indiana

Full-time position

At Design Collaborative, we improve people's worlds. That is our mission, and it's reflected in everything we do. This includes not only our clients, but our employees. We want our employees to push boundaries, be creative thinkers, and challenge assumptions to better meet the needs of our clients and grow our portfolio. We believe our work makes a difference in our clients' lives, and we pride ourselves in our ability to collaborate and involve them in the process of design.

### **Key Responsibilities**

- Establish human resource goals for the company, and provide direction for achieving them, in collaboration with DC leadership.
- Ensure that the company attracts, develops, and retains high quality talents at all levels.
- Assist in the development and maintenance of a robust staff development and training program to ensure that the professional credentials of DC staff are maintained at the highest level.
- Oversee the company's policies, procedures, and practices for regulatory compliance and safety.
- Ensure the implementation of effective performance planning, management and appraisal processes, and performance incentive programs that align with the desired cultural, performance standards, and objectives among all personnel in collaboration with DC leadership.

### **Qualifications**

- A bachelor's degree or equivalent in Human Resources
- 5 years minimum of related experience and/or training
- A minimum of 3 years' experience managing direct reports
- Knowledge of employment contracts, and federal and state employment regulations
- SHRM/PHR certification

### **Required Skills, Knowledge, and Abilities**

The Human Resources Manager should possess excellent interpersonal skills and have proven experience in HR management, ideally with a professional services firm. In addition to excellent business acumen, they should have a strong technical background as an HR generalist with particular strength in recruiting, staff development, employee relations, and compliance.

This individual should be skilled in anticipating and developing HR plans and programs to support DC's mission, as well as maintain and enhance its culture and values. They should possess the credibility and patience to negotiate in a positive, helpful manner among occasionally competing interests while enhancing the common good. This individual should have a record of success in providing effective practical advice, support, and programs. In addition, they should possess the following skills:

- Strong organizational skills, well-developed influencing skills, sound judgement, persistence, and patience. It is a requirement that they have the ability to be candid, receptive, helpful, and

supportive. They should demonstrate the ability to exercise independent judgement, initiative, and discretion.

- Proficiency in US employment laws.
- Demonstrated ability in developing systems and methods relating to staffing, performance management, and employee development and review processes.
- Approachable, personable, and accessible, they must be able to effectively manage ambiguity and have the resiliency to cope effectively in a competitive environment. They should have strong written and verbal skills with the ability to communicate with all types of people.

Interested? Please submit your resume to [work@designcollaborative.com](mailto:work@designcollaborative.com).