



Maine Organic Farmers and Gardeners Association Job Description

Title: Director of HR and Employee Experience

Primary Responsibilities: Lead all efforts related to employee compensation, benefits, personnel policies and procedures, and overall employee engagement and well being. Serve as an advisor, strategist, and consultant to MOFGA's Senior Leadership on HR, management and organizational development. Ensure that organizational processes, practices and structure align with MOFGA's values and mission and comply with state and federal labor laws. Maintain a productive and collegial working relationship with the MOFGA Workers United Staff Union.

Supervisor: Deputy Director

Work Week: Full-time, generally Monday through Friday, 9 a.m. to 5 p.m. Occasional nights and weekend hours required.

Position: Salaried. Federal Fair Labor Standards Act Exempt. The employee is not eligible for overtime payment.

Location: This position requires some time working from MOFGA's office in Unity each week. A hybrid Unity office/remote work schedule may be agreed upon and can be discussed during the hiring process.

Salary Range: The salary range for this position is \$65,000- \$73,000 annually, depending upon experience. MOFGA has an excellent benefits package, including paid medical, dental and vision insurance, and parental leave. Employees receive a generous paid time off package, including vacation and sick time, three personal days, two week-long office closures, 14 paid holidays annually, and a sabbatical after seven years of employment.

Summary: The Director of HR and Employee Experience will be responsible for day-to-day oversight of human resources functions within MOFGA and will drive efforts to maintain an inclusive, equitable, and high-performance organizational culture. The person in this role must be a highly motivated, approachable individual committed to creating a healthy, inspiring and rewarding work environment for all employees. The Director will work closely with MOFGA's senior leadership team to develop strategic planning of staffing, and supervise the Office Manager. The Director may serve on the MOFGA management team that negotiates with the bargaining units of the MOFGA Workers United union, and will be responsible for implementing the Collective Bargaining Agreement.



Minimum Qualifications:

- 6+ years of effective high-level management and human resources experience, preferably working in a non-profit organization aligned with MOFGA's values or in a unionized workplace.
- Superior interpersonal skills and ability to negotiate effectively, resolve conflicts, and communicate professionally with a culturally diverse group of co-workers, volunteers, and organizational stakeholders.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations, and an understanding of a unionized workplace.
- Excellent organizational and project management skills and ability to prioritize and manage tasks of a dynamic and complex workload.
- Proficiency with payroll software systems (MOFGA uses PayChex) and the Google and Microsoft Office suites of software: email, word processing, spreadsheets, presentations etc.

Position Requirements:

- Willingness to be hands-on in a role that requires a high level of energy and professionalism.
- Willingness to work occasional nights and weekends, including supporting the annual Common Ground Country Fair.
- Commitment to work regularly onsite in Unity to partner with staff across all teams.

Responsibilities:**MOFGA Employee Resilience:**

- Cultivate a positive work environment.
- Support staff capacity to achieve high-impact programs and services through targeted and collaborative work plans, and improved efficiencies of our internal organizational systems.
- Ensure staff receive competitive pay and benefits, and feel valued and appreciated.
- Assess employee training needs and identify training opportunities for professional growth.
- Oversee MOFGA's staff development efforts, including recruitment, retention, and professional development, with a focus on succession planning to ensure staff are engaged, valued, and well-supported.
- Regularly assess the employee experience at MOFGA, providing feedback and strategic recommendations to leadership.

Administrative and Human Resources:

- Ensure compliance with employment law, including maintenance of official personnel files.
- Serve as the primary point of contact for MOFGA staff on HR-related issues, ensuring that concerns are addressed in a timely and effective manner.
- Manage recruitment and hiring process, including onboarding for new employees.
- Oversee and manage the performance review process.
- Administer employee payroll and benefits programs.
- Assess, improve and facilitate MOFGA's 403B retirement plan.
- Update and implement comprehensive employment policies and procedures, including the employee handbook, organizational structure chart, and detailed job descriptions.
- Manage employee relations, including conflict resolution, disciplinary actions, and grievances.
- Oversee and conduct all offboarding and exit interviews.
- Serve as management liaison with the union including:
 - Participating in regular meetings with designated representatives;
 - Managing implementation of and training managers on HR policies and terms of collective bargaining and other agreements;
 - Assisting with negotiation preparation and ongoing administration; and
 - Overseeing consultation and grievance processes, as needed.

Organizational Development:

- Demonstrate excellent group facilitation skills and the ability to lead engaging, effective meetings virtually and in person.
- Identify and implement best practices to cultivate a collaborative, innovative organizational culture that is grounded in MOFGA's core values and creates the conditions to meet or exceed goals.
- Advise and coach MOFGA leaders on best practices in management, team dynamics, and organizational development.
- Implement and manage systems and workflows that meet the needs of MOFGA, while ensuring consistency with the work led by other operations team members.

MOFGA's success depends on the collaborative spirit among its staff members and volunteers. Employees are expected to be ready and willing to assist colleagues in all program areas when directed to do so by their supervisors. This includes having all staff work at the Common Ground Country Fair.

The Maine Organic Farmers and Gardeners Association is transforming the food system by supporting farmers, empowering people to feed their communities, and advocating for an organic future. We envision a future where local organic farming nourishes all people, and sustains thriving ecosystems, healthy communities, and fair economies.

MOFGA is committed to creating an inclusive and sustainable workplace that reflects this mission. MOFGA is an equal opportunity employer and does not discriminate based on race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law. We strongly encourage BIPOC (Black, Indigenous, and People of Color) and LGBTQ+ individuals, as well as veterans, to apply.

To Apply: Please submit a cover letter and resume to Heather Spalding at heathers@mofga.org. Applications will remain open until the position is filled. We will begin the application review and interview scheduling on January 6, 2025.