



## REQUEST FOR PROPOSALS HUMAN RESOURCES ADVISOR

### Who We Are

Established in 1957, the Southwest Detroit Business Association (SDBA) works with local businesses, investors, entrepreneurs, customers and neighbors to capitalize on Southwest Detroit's competitive advantage. We support our community's vision for a healthy, vibrant neighborhood. The Association is a coalition of business and community interests committed to facilitating the continuation and enhancement of a stable, economically healthy Southwest Detroit. We accomplish this by employing strategies that support existing business and industrial enterprises, enhance the climate for public and private investment and economic growth, and act as a vehicle for cooperative ventures that support economic development in Southwest Detroit. To learn more about our agency: [www.SouthwestDetroit.com](http://www.SouthwestDetroit.com).

### Position Summary

Job Type: Relationship flexibility to be an employee, contractual position, or firm

Job Environment: Occasional SDBA office meetings with most of the service completed remotely

The ideal candidate is fluent in both English/Spanish and can manage and lead the human resource practices and objectives that will provide a customer-oriented culture (for internal employees and exterior community), which emphasizes community empowerment, and strives to support the agency core values while seeking to retain and recruit staff. The ideal candidate will have strong interpersonal and leadership skills, with previous experience working in a non-profit environment. The Human Resources Advisor is responsible for coordinating and maintaining day-to-day human resource duties and working closely with the executive team in planning, implementing, and evaluating employee relations and human resource policies and practices. This position has no direct supervisory responsibilities but serves as a content and policy expert and professional resource for other positions in the organization.

### Key Functions & Responsibilities

The Human Resources Advisor will report to the President of the SDBA. The Human Resources Advisor oversees all human resource duties, assuring alignment with the organization's mission and strategic goals. The essential functions and responsibilities of the Human Resources Advisor include, but are not limited to, the following:

- Conduct assessment of Human Resource system
- Conduct internal audits of employee files to ensure compliance with all grant and contract requirements
- Update and revise staff personnel policies and handbook related to employment, compensation, benefits, performance evaluations, safety, and employee relations. Regularly evaluate them to ensure legal compliance and best practice. (July 2019 is the latest edition)



- Advise staff recruiting and hiring process, monitor performance evaluation system, provide guidance and assistance regarding performance management including terminations
- Work in collaboration with the Chief Financial Officer and accountant to manage employee benefits [e.g. medical, dental, workers compensation] and benefit billing cycles
- Provide employee relations guidance to the agency and coach supervisors to manage internal complaints
- Ensure compliance with necessary legal requirements and policies
- Plan, develop, and deliver staff training in the areas of EEO, ADA, supervisory skills, performance evaluation, and safety compliance
- Advise talent acquisition process, including sourcing, prescreening, interviewing, hiring, and onboarding
- Review applicants, interview, conduct background screening, and check references for all potential employees. Collaborate with programming staff to ensure client input is received for leadership positions as needed
- Guide the onboarding process and orientation for new employees to effectively promote the philosophy and values of the organization
- Track and analyze employment-related data to develop effective strategies and practices for successful recruitment and retention of employees
- Manage workers compensation claims and respond to all on-the-job injuries
- Work with staff to resolve diverse employment relations issues such as harassment and discrimination
- Conduct evaluations of employee satisfaction through employee exit and retention interviews and use data to make recommendations for process improvement
- Provide ongoing human resources and employee benefits management support to ensure compliance with state and federal regulations and facilitate annual benefits open enrollment
- Advise executive team in employee disciplinary actions and evaluations. Advise on investigation and resolution of employee issues, concerns, and conflicts. When necessary, recommend employee termination to the President
- Keep job descriptions up-to-date, accurate, and compliant with appropriate federal, state and local laws for all positions
- Develop training and performance management program that ensures all employees are familiar with their job responsibilities, as well as relevant legal and safety requirements
- Be available for ongoing consultation. Perform other duties as assigned by the President.

## Qualifications

The candidate will be a self-starter with high intelligence and energy level; a team player with dynamic leadership skills, confidence to interact productively with all personalities, and exceptional communication and interpersonal skills; and a strategic planner and problem solver who can successfully apply their experience and appropriate judgment to deal with complex business situations. The following are the main qualifications—education, experience, and skill requirements of the position.

### **Education & Experience**

- Bachelor's degree in Human Resources or related field (Required)
- At least 5 years of general human resources experience in Human Resources, Organizational Development, Labor Relations or another related field (Required)
- PHR/SHRM-CP Certification (Preferred)
- Experience in nonprofit setting (Preferred)

### **Skills and Knowledge**

- Strong software proficiency in Microsoft Office Suite, Google Suite, and the agency's database software (Required)
- Knowledge of compensation strategy, performance management, employee relations, safety practices, and the ability to apply this information in a manner that is compliant with relevant employment law
- Skilled in creating a culture of engagement, collaboration, and teamwork
- Manage priorities effectively to meet deadlines and demonstrate multi-tasking skills
- Highly ethical with a high level of integrity, self-motivated, dependable, reliable, and detailed-oriented
- Analyze and solve problems effectively and efficiently
- Excellent oral and written communication skills
- Bilingual in English and Spanish (Desired but not required)

## **Supplemental Information**

The SDBA is an equal employment opportunity employer. We support inclusive excellence and are committed to creating a safe and welcoming community for all. The SDBA policy prohibits discrimination based on race, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, medical condition, physical or mental disability, gender stereotyping, and gender identity, taking a protected leave (e.g. family medical or pregnancy leave), or on any other basis protected by applicable laws.

The SDBA has a strong commitment to the principles of diversity and inclusion, and to maintaining working and learning environments that reinforces these practices. The SDBA welcomes and encourages applications from all, especially women, minorities, people of color, veterans, persons with disabilities, and members of the LGBTQA community.

## **Response**

The SDBA offers the opportunity to work with great people and a rewarding work environment. If you are truly excited about working as part of a dynamic team in an energized, fast-paced organization that values its staff and residents, then we want to hear from you.



**SOUTHWEST DETROIT**  
BUSINESS ASSOCIATION

Please submit cover letter, resume, three professional references with full contact information, salary requirements, and the 'proposal fillable form' (on the following page) filled out by August 16, 2019 via electronic to [careers@southwestdetroit.com](mailto:careers@southwestdetroit.com)

If you have any questions about this RFP, contact [careers@southwestdetroit.com](mailto:careers@southwestdetroit.com).

In applying for a position, candidates sign a consent authorizing a broader inquiry which may include reference checks and a third-party background check.

To learn more about our agency: [www.SouthwestDetroit.com](http://www.SouthwestDetroit.com)



## RFP Evaluation Criteria and Proposal Fillable Form

CRITERIA	POINTS	Proposal response space. Please address the criteria in the space below. Please write concisely. Long answers will not generate more points. Max 300 character count per item
<b>Education &amp; Experience</b>		
Bachelor's degree in Human Resources or related field (Required)	/7	
At least 5 years of general human resources experience in Human Resources, Organizational Development, Labor Relations or another related field (Required)	/7	
PHR/SHRM-CP Certification (Preferred)	/7	
Experience in nonprofit setting (Preferred)	/7	
<b>Skills and Knowledge</b>		
Strong software proficiency in Microsoft Office Suite, Google Suite, and the agency's database software (Required)	/5	
Knowledge of compensation strategy, performance management, employee relations, safety practices, and the ability to apply this information in a manner that is compliant with relevant employment law	/5	
Skilled in creating a culture of engagement, collaboration, and teamwork	/5	
Manage priorities effectively to meet deadlines and demonstrate multi-tasking skills	/5	
Highly ethical with a high level of integrity, self-motivated, dependable, reliable, and detailed-oriented	/5	
Analyze and solve problems effectively and efficiently	/5	
Excellent oral and written communication skills	/5	
Bilingual in English and Spanish (Desired but not required)	/5	
<b>Similarity with SDBA and Surrounding Communities</b>		



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CRITERIA	POINTS	Proposal response space. Please address the criteria in the space below. Please write concisely. Long answers will not generate more points. Max 300 character count per item
Organization/Individual is Detroit based, minority owned, and/or women owned	/5	
Organization/Individual has previously worked with SDBA	/2	
Staff have previously performed financial management	/2	
Previous experience and knowledge with small business policies	/2	
<b>Client references</b> - 3 references with full contact information and description of respective scope of work with the reference	/9	
<b>Proposed Fee</b> (the lower the bid, the more points given)	/12	
<b>TOTAL</b>	<b>100</b>	