



## **JOB POSTING**

**Date of Notice:** August 1, 2019

**Position Title:** **Director of Human Resources**

**Location:** Bandon Dunes Golf Resort

**Reports To:** Don Crowe, General Manager

**Closing Date:** Until Filled

**Respond To:** hmargulis@kempersports.com

### **Position Summary:**

The purpose of the Director of Human Resources position is to align the resort Human Resource practices, policies and approaches with the organizational strategies and deliver outstanding HR services that attract, grow and retains top talent. The HR Director will be a positive “culture carrier” and will lead the full range of human resources functions including talent acquisition, succession/workforce planning, performance management, employee development at all levels. He/she will be a “player-coach” with the HR team, with peers on the leadership team, with individuals throughout the resort and is an energetic, positive “talent developer” – helping to influence and execute HR programs and initiatives in the most efficient and effective manner. He/she will provide inspiring and strategic leadership while directing the tactical activities of the property in support of the mission, core values, standards and goals established by Bandon Dunes.

The HR leader will have a “welcoming personality” and serve as a trusted advisor, a positive influencer to the executive team, ownership and employees at all levels.

### **Primary Duties:**

- Lead branding and recruiting strategies and tactics to attract top, diverse talent at all levels. Create innovative HR approaches and programs to build and grow organizational strength, enhancing team cohesion.
- Be a strong voice on business matters and possess a passion for the spirit, mission and commercial success of Bandon Dunes.
- Drive tactics and strategies that engages, retains and grows diverse and exceptional talent throughout Bandon Dunes.



### **Tactical Areas of Responsibilities, But Not Limited To:**

- Analyzes wage and salary reports and data to determine competitive compensation plans.
- Prepares workforce forecasts to project employment needs.
- Communicates directives advising department managers of company policy regarding equal employment opportunities, compensation, and employee benefits.
- Consults legal counsel to ensure that policies comply with federal and state law.
- Develops and maintains a human resources system that meets top management information needs.
- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.
- Studies legislation and other publications to assess industry trends.
- Implements and sustains Human Resource initiatives at the property.
- Develops staffing strategy in collaboration with the hiring manager; manages the hiring process.
- Coordinates the Human Capital Review process for the resort and leads succession planning for key position holders.
- Creates development plans in collaboration with an individual's manager and assists with follow-up.
- Ensures managers are properly documenting performance, including progressive discipline, corrective guidance and performance reviews.
- Champions regular HR communications throughout the resort.
- Keeps current and knowledgeable in the internal and external compensation and work competitive environments.
- Conducts investigations when issues, complaints and concerns are expressed by managers and employees.
- Counsels and trains staff on human resource policies, legal compliance issues, improvement of job skills and performance

### **Minimum Qualifications:**

- Minimum of 10 to 15 years broad-based, progressive HR leadership roles in well-respected, admired companies in the hospitality industry.
- Sustained, accomplishment-filled years capped by top HR role, preferably in a highly rated, high performing and successful resort.

*Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please send a completed application, cover letter and resume to the address shown above prior to the closing date. Complete position description available upon request.*

***Bandon Dunes LP is an Equal Opportunity Employer***