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Director of Human Resources

Senior Management
Dallas, TX, US

Position: Director of Human Resources

FLSA: Exempt- Administrative, Highly Compensated

Department: Human Resources

Reports to: CFO

ABOUT Visit Dallas

Visit Dallas is an independent, not-for-profit organization comprised of professional marketing arm for Dallas. Our mission is to promote Dallas as the ideal business national, and international marketplace, and to favorably impact the Dallas economy. Our efforts have significantly increased awareness of Dallas locally, nationally, and internationally, with Dallas being recognized as one of the top convention destinations in the nation and in the state of Texas.

OVERVIEW

The HR Director will help lead and develop a plan for staffing and talent strategy, performance management, and leadership / professional development. Additionally, the Director will develop a strategy to support efforts to attract, develop, and retain a diverse workforce and cross-cultural collaboration.

ESSENTIAL JOB DUTIES

1. Oversee the HR operation for 70 full-time, 12 part-time team members.

2. Partner with department heads to determine staffing strategies and implementation plan organization.
3. Create and execute HR strategies and policies that align with company objectives

ADDITIONAL JOB DUTIES

1. In partnership with a 3rd party HR administrator oversee and administer:
 1. Recruiting, interviewing, hiring, and on-boarding
 2. Providing back-up documentation for payroll administration
 3. Assisting with benefit administration (Medical, Dental, 401k, etc.)
 4. Ensuring policies and procedures are accurate and compliant.
 5. Managing performance management process
 6. Supporting the execution of Workers' Comp Annual Payroll Audit and Payroll Tax
 7. Billing for medical, dental, vision, life insurance,
2. Advise employees, managers, and leaders on complex HR issues such as employee terminations, and investigations in a compliant and professional manner.
3. Partner with legal counsel to review and update employee policies, procedures, handbook in accordance with federal, state and local employment laws.
4. Support Diversity, Equity and Inclusion initiatives to encourage a diverse workforce.
5. Ensure compensation practices provide for internal equity and competitive market position for retention goals.
6. Manage annual incentive plan process to track and store back-up documentation for employees.
7. Oversee the performance management process to include goal setting, coaching, performance evaluation and execution of the annual performance appraisal process.
8. Continuously assess the competitiveness of all programs and practices against competitive markets.
9. Responsible for keeping staff roster and organizational chart updated as needed.
10. Partners with department heads to assist with staff development, training and succession planning.
11. Manage the HR budget monthly to ensure timely and accurate data for CFO/CEO.
12. Support the Culture Resource Group (ERG) to encourage community engagement, Diversity and Inclusion.
13. Foster a positive workplace and employee experience; serve as an ambassador for company culture.

Preferred Knowledge/Education

- Bachelor's degree in Human Resources Management, Business Administration and/o relevant experience.
- Five to eight years of HR management in hospitality, association management, or other
- SHRM or PHR certification preferred
- Proven expertise working with employee relations issues that may involve complex situations management-employee relations concerns, corrective actions, performance management ensuring issues are properly handled and resolved.
- Strong business judgment, influencing skills, direction, and integrity
- Proven track record with HRIS/Payroll systems (*preferred ADP Workforce Now*), time
- Strong written and verbal communication skills, with articulate presentation and facilitation
- Good understanding of the Hospitality Industry and the Dallas business community

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