



Canadian Mental
Health Association
Mental health for all



DIRECTOR, HUMAN RESOURCES

CANADIAN MENTAL HEALTH ASSOCIATION (CMHA CALGARY)

AccessHR is pleased to partner with CMHA Calgary for the recruitment of their Director, Human Resources. This position is the most senior Human Resources position in the organization and reports to the Executive Director.

ABOUT CMHA & CMHA CALGARY

The Canadian Mental Health Association is one of Canada's oldest national voluntary organizations and is the only national voluntary organization that addresses the needs of those with a mental illness, the prevention of mental illness, and the promotion of mental health.

Today the Association has more than 135 local branches and regions, 25,000 members and volunteers, and supports activities and programs including direct services, public education, community action, and advocacy.

CMHA Calgary is a growing organization that has approximately 130 employees, a large volunteer base, and is dedicated to promoting mental health and wellness through a comprehensive range of community-based services for individuals, families, groups, and organizations. The needs and opportunities have never been greater.

POSITION SUMMARY

This is a full-time, permanent position reporting to the Executive Director and leading a small team of Human Resources professionals. The successful candidate will work at the strategic level with a 7-person Executive Leadership Team, Board of Directors, and Steering Committees. They will also be comfortable and eager to work hands-on with the team at a tactical level.

You will lead all Human Resource functions and provide sound guidance and advice on talent management, engagement & well-being, total rewards & recognition, policies & procedures, governance & reporting, and employee relations. You will also have the opportunity to develop and implement the annual People Strategy in support of the Strategic and Operational Plans.

Ultimately, we are seeking an approachable, responsive, and empathetic leader who listens carefully and takes an inquiry-based approach. This is an organization that values emotional intelligence and communication, both in the creation of its processes and the follow-through required to meet its goals. We believe that teamwork and collaboration are key and that data-driven decisions are important.

KEY AREAS OF FOCUS

- **Leadership:** Lead and develop a small team of Human Resources, Payroll & Benefits, and Administration professionals.
- **Strategic:** Participate as a member of the Senior Leadership Team in the overall strategic operational planning and leadership of the organization.
- **Employee Relations:** Knowledge and ability to provide advice and recommendations that ensure fairness and equity.
- **Talent Management:** Recommend, develop, and support programs that align to organizational goals and promote employee engagement and wellbeing.
- **Employee & Stakeholder Relations:** Utilize sound judgment and a stewardship approach to foster and cultivate collaborative relations amongst multiple stakeholders.
- **Change Management:** Champion organizational change initiatives; use a coaching approach to manage people-related aspects of organizational change.
- **Fiscal Management:** Create budgets, lead compensation planning, and analyze and articulate financial impacts and benefits associated with recommended HR initiatives.

QUALIFICATIONS

- **Emotional Intelligence:** Our employees have a strong passion for their work; empathy and an inquisitive leadership approach is required.
- **Active Listener:** Asks “tell me more” and “help me understand” questions to build full comprehension before offering solutions.
- **Knowledgeable:** Extensive knowledge of employment standards and best practices; ability to successfully introduce new policies and practices.
- **Trust Builder:** Asks questions and consults with all Directors and stakeholders before starting new initiatives to ensure alignment with programs; delivers on commitments.
- **Communications:** Exceptional communication skills; ability to build trust through aligned action while also managing difficult conversations.
- **Presentation Skills:** Polished presentation skills when formally sharing information with the Board of Directors, AHS, and other stakeholders.

EDUCATION & EXPERIENCE

- Bachelor’s degree in human resources or related field or equivalent experience.
- 10+ years’ progressive human resources experience.
- 5+ years’ experience in human resources leadership roles.

ASSETS

- Experience with nonprofit organizations.
- Chartered Professional in Human Resources (CPHR) or international equivalent designation.
- Diversity, equity, and inclusion (DE&I) knowledge and/or experience.
- Experience creating and working with Steering Committees and Working Groups.

WHAT WE OFFER

- Competitive compensation and generous vacation plans.
- 35-hour work week with flexible hours (core hours are 9:00 until 3:00).
- Pension plan, wellness days, underground parking, and shared-cost benefits plan.

PERKS

- Be part of a leadership team committed to close collaboration and success.
- Opportunity to be an integral part of an organization that is going through a revitalization, has cutting edge programming, and is positively impacting the mental health of all Calgarians.
- Opportunity to join an organization that is open to fresh perspectives and eager to form a strategic partnership with Human Resources.
- Overlap integration time with current interim Director, Human Resources.

POSITION REQUIREMENTS

- Initial requirement is for 5 days/week in office; opportunity to move to hybrid post initial period.

APPLY

Interested candidates are invited to apply with a cover letter and resume by email to recruiting@accesshrinc.com. Please indicate "Director, Human Resources" in the subject line of your email. **The position posting will close at 6:00 pm on Monday, April 1st.**

All applicants will receive a personalized response and candidates under consideration will be contacted directly. Please be advised that applications will be monitored daily, and interviews may be scheduled throughout the posting period.

We encourage applicants from diverse backgrounds to apply as CMHA Calgary is committed to offering a diverse and safe workspace free from discrimination. All applicants are considered regardless of age, gender, race, disability, sexual orientation, gender identity or expression, and religious beliefs.