



POSITION DESCRIPTION

Manager of Human Resources and Development

BASIC FUNCTION

The Manager of Human Resources and Development oversees the advancement, implementation, and administration of the Bank's Human Resources policies and procedures, while driving proactive initiatives that support employee growth and development. This role leads the Human Resources function to deliver value-added services to management and employees in support of the organization's business objectives. The Manager of Human Resources and Development maintains a strong understanding of the business, including its financial position, mid-range plans, organizational culture, and competitive environment.

This role leads recruitment, onboarding, and training initiatives in coordination with department heads. The Manager of Human Resources and Development supports all team members through performance management, an open-door approach, and collaboration with appropriate stakeholders to address workplace concerns while maintaining strict confidentiality. This role serves as a liaison between Bank leadership and staff, remaining receptive to feedback across the organization. Additionally, the role stays current on applicable employment laws and Human Resources best practices and holds Officer-level responsibilities.

This position reports to the Senior Vice President, Financial Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Oversees the Employee Onboarding Program and support recruitment, retention, and employee development.
- Ensure the Employee Onboarding Program incorporates hiring best practices, clear communication of Bank requirements and procedures, a structured 90-day training plan, and ongoing performance management.
- Plan and execute bank-wide training initiatives. Assist managers in position and/or branch specific training as needed.
- Maintain up-to-date knowledge of applicable laws, regulations, and industry issues. Monitor legislative and regulatory developments and provide recommendations to senior leadership regarding potential impact to the Bank.



FORTRESS BANK

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- Research and respond to questions from Bank personnel, utilizing legal and regulatory reference manuals or contacting consultants, professional associations, and organizations as appropriate.
 - Work with various departments as needed to develop and maintain clear, concise, and documented Human Resources procedures.
 - Ensure Human Resources recordkeeping complies with all applicable laws and regulations. Maintain detailed records of employees, performance, and other confidential Human Resources information.
 - Ensure all team members have access to Human Resources as a trusted resource. Provide guidance on employee relations matters, including feedback, concerns, and conflict resolution, while coaching managers and team members to effectively address and resolve issues independently whenever appropriate. Facilitate more complex situations as needed, engaging legal counsel or external agencies when required.
 - Ensure that proper processes are in place to monitor job performance, employee relations, and employee satisfaction throughout the Bank.
 - Function as backup for processing payroll and benefit administration.
 - Periodically review and update Bank policies and procedures as necessary in collaboration with Senior Management.
 - Advocate for team members to Bank leadership when appropriate.
 - As an Officer of the Bank, execute all duties in a manner consistent with leadership expectations and in accordance with guidance established by the Chairman and President.

REQUIREMENTS

- Ability to work in a fluid and dynamic environment, including travel to other banking centers as needed.
- Ability to plan, prioritize, and organize effectively and independently, including ability to analyze data, identify and correct errors, and make recommendations.
- Strong oral and written communication skills.
- Bachelor's degree in Human Resources or a business-related field (or equivalent education and experience), **OR** at least three years of experience in a professional-level



Human Resources role.

- Human Resources certification (SHRM-SCP or equivalent) preferred.

SALARY:

Starting Range **\$85,000 - \$95,000**

Salary will be commensurate with education and experience.

Qualified individuals may apply at any of our branch locations or submit a resume to Becky Kelly at BKelly@bankfortress.com. Be sure to include a cover letter highlighting your related skills and experience and your salary expectations.

Fortress Bank conducts pre-employment testing for use of illegal drugs, including use of marijuana, cannabis, or any derivation of the drug, which is designated as illegal by the U.S. Government.

Equal Employment Opportunity Employer M/F/D/V