



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Learning and Development Business Partner</b>
<b>DEPARTMENT:</b>	Human Resources
<b>REPORTS TO:</b>	Senior Director of Human Resources
<b>EFFECTIVE DATE:</b>	
<b>CLASSIFICATION:</b>	Exempt

**POSITION SUMMARY:** The Learning and Development (L&D) Business Partner is a professional level position responsible for developing a learning strategy that will support professional development and build capabilities across the Foundation. This position formulates partnerships across the HR function to deliver value-added service to managers and employees in specific departments, that reflect the Foundation mission, values, and culture.

**PROGRAM MISSION:** Through collaboration with leadership, the HR Department provides quality services to the employees of the Foundation throughout the entire employment life cycle. Some of these services include recruitment and retention of qualified individuals; managing employee benefits, management of employee relations; compliance with employment law; training and development to achieve individual success; and always upholding and supporting the mission and values of the Foundation.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the Values of Stewardship, Hospitality, Unity, and Excellence.

### **ESSENTIAL FUNCTIONS:**

#### **Learning & Development**

- Create and execute learning strategies and programs
- Evaluate individual and organizational development needs
- Partner with internal stakeholders regarding employee training needs
- Plans, directs, and coordinates training and development activities and timelines
- Implement various learning methods (e.g., coaching, online training, on-the-job training, conferences)
- Maintain and promote ADP's Learning Management system
- Develop and implement annual performance review process
- Manage the Educational Assistance Program

#### **Business Partner**

- Formulates an HR partnership with Kerrville and San Antonio managers and employees
- Advises in employment practices that are legally compliant and consistent with Foundation culture
- Provides day-to-day performance management guidance to managers (e.g., coaching, counseling, career development, disciplinary actions)
  - Reviews employee concerns and needs and determine appropriate response while balancing the needs of the department and Foundation

- Recommends professional development

**Additional Duties**

- Conduct New Hire Orientation
- Responsible for Employee Engagement action planning and annual survey
- Supports the development and revision of policies
- Special Projects as assigned

**QUALIFICATIONS:**

- 5 years of experience as an L & D professional and an additional 5 years of experience as an HR Business Partner or similar HR leadership role
- Bachelor's degree in Human Resources, Management, Education or equivalent
- PHR/SPHR or SHRM-CP/SCP certification(s) required, L&D certifications preferred

**COMPETENCIES-Knowledge, Skills, and Abilities:**

- Familiarity with e-learning platforms and practices
- Experience in project management and budgeting
- Proficient in MS Office, HRIS, and advanced Learning Management Systems (LMS)
- Excellent presentation abilities including verbal and written communication
- Ability to build rapport with employees and managers
- Proven ability to pinpoint, analyze and assess training needs and to translate those needs into a training plan
- Business acumen and broad knowledge of HR principles, practices, and procedures
- Ability to handle confidential information appropriately
- Strong problem-solving ability

**PHYSICAL REQUIREMENTS:**

- The employee may occasionally lift and/or move items up to 25 pounds.
- Employee must be able to work between camp and office facilities on uneven terrain, as needed.

**WORK ENVIRONMENT:**

- This job operates primarily in a professional office environment.
- This position requires travel between our San Antonio, Kerrville, & Canyon locations.
- This position will at times require the ability to work extended hours and/or begin and end the workday outside of normal office hours, including occasional weekends.

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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EMPLOYEE SIGNATURE

DATE

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MANAGER SIGNATURE

DATE