



Human Resources Manager

Position: Regular, Full time, Exempt

Department: Human Resources

Reports to: VP, Human Resources

Supervises: HR Coordinator (HRC)

Summary: The human resources manager (HRM) is responsible for managing and administering key departmental functions, specifically benefits and payroll administration, recruitment and retention efforts, talent management and development, and employee communications and relations. The HRM serves as a strategic partner to the VP, human resources, and other organizational leaders, in the implementation and execution of initiatives and programs that support the foundation's staff, business plan and strategic direction.

Responsibilities and Expected Outcomes:

Strategy

- Contribute to the execution and evaluation of HR strategy and performance in co-operation with VP, human resources. Liaise with executive committee members to understand their individual and team needs, and to ensure they are fully informed of HR objectives and initiatives.

Finance

- Process semi-monthly payroll and manage payroll processing activities timely and accurately, including computing wage and overtime payments, calculating and recording payroll elections, ensuring appropriate tax applications and gathering and preparing other payroll-related reports for budget reconciliation.
- Manage departmental expenditures within agreed upon budgets.
- Oversee the annual HR department budgeting and forecasting processes, making recommendations to VP, human resources about current and future expenses. Collaborate with VP, human resources for annual salary/benefit budgeting and forecasting process.
- Produce annual total compensation statements for all staff.

Personnel Processes

- Coordinate staff recruitment and selection process in order to ensure a timely, organized and comprehensive procedure that attracts a diverse group of top talent for positions across the foundation. Develop appropriate recruitment strategies and initiate internal and external recruitment process for all levels of staff. Review, evaluate, and organize all incoming employment applications; arrange and conduct interviews; coordinate necessary skill testing; conduct background and reference checks; make recommendations to hiring manager and prepare offer letters. Ensure appropriate orientation schedules/meetings for all new employees.



- Manage employee benefits process for active and terminating employees. Analyze monthly premium billing and enrollment changes for accuracy. Evaluate benefit plans with VP, HR during annual benefits renewal periods and administer open enrollment and education processes.
- Apply fair, consistent and legally sound employee relations strategies across the foundation to provide counsel to staff and managers with responsive and effective advice on the various issues that arise out of an employment relationship. Keep VP, HR apprised of any significant issues.
- Provide consistent, informative communication to staff in various formats regarding HR programs, policies, and events. Serve as liaison with marketing and communications team and IT team for internal/external communication efforts and overall HR branding.
- With VP, HR, maintain a talent management program that identifies and challenges top to mid-level talent and coaches underperformers through comprehensive 90-day and annual appraisals, talent development plans and programs and training for supervisory staff.
- Provide consistent, meaningful training and guidance to HRC to ensure he/she has the information and tools necessary to carry out work at the highest level.

Programs

- Research, design and implement comprehensive and cost effective employee compensation and benefit programs to ensure that the foundation is positioned to continue to attract and retain top talent and provide for the financial stability and wellbeing of staff.
- In an effort to enhance morale and productivity, develop and implement additional programs that promote continuous learning, safety, wellness and camaraderie organization-wide, helping to staff committees where appropriate.
- In collaboration with VP, HR and foundation leadership, implement, manage and continually evaluate an ongoing learning platform that engages new employees, challenges and develops current employees and serves as a recruitment and retention tool overall.
- Take the lead on the foundation's wellness initiatives (required and supplemental) to ensure that the organization continues its progress toward a healthier employee population and reduced health insurance claims/premiums.

Policy and Legal Compliance

- Work with VP, HR to communicate and maintain legally sound policies and procedures that serve as a resource to staff. Advise managers on organizational policy matters. Coordinate related training, as necessary.
- Proactively keep current on employer and benefit related legislation and industry trends to ensure the organization's legal compliance as well as apply up-to-date professional and technical knowledge.
- Prepare individual independent contractor agreements with consideration for legal compliance and minimizing of financial risk to foundation.

Essential Qualifications, Credentials and Technical Skills required:

- Bachelor's degree in a related field. PHR certification preferred.
- Five to seven years of progressively responsible experience in the field of human resources.



- Advanced proficiency level in Microsoft Word and Excel and intermediate proficiency level in Microsoft PowerPoint; exceptional internet research skills; familiarity with benefit administrator portals and web-based payroll and reporting programs, ADP proficiency preferred.
- Advanced knowledge of significant human resources laws and regulations, including those around employment, benefits, leaves of absence, reporting, and others.
- Ability to organize, evaluate, and present information effectively, both verbally and in writing.
- Experience in developing, presenting and deploying a variety of customized training for staff at all levels.
- Ability to interact effectively with a diverse group of individuals at all levels, both internal and external to the foundation.
- Ability to maintain the strictest level of confidence with regards to employee and other sensitive information concerning the foundation.
- Desire to continually learn and share new topics in the field of human resources as well as the desire to stay current on issues and initiatives that are important to the foundation.
- Ability to manage regular workload while simultaneously working on multiple projects, consistently meeting deadlines, and changing directions as necessary to accommodate unanticipated issues that may arise.
- Ability to take a proactive role in team efforts and promote cooperation and collaboration across the organization.
- Ability to work accurately with close attention to detail.
- Demonstrate the highest level of ethical and professional behavior.
- Ability to successfully manage and develop employees, directly and/or indirectly.

APPLICATION PROCESS:

Starting salary for this position will be commensurate with the selected candidate's background and experience. The foundation offers an exceptional benefits package including medical and dental coverage, a fully vested 403(b) retirement plan and three weeks of vacation the first year of service, prorated based on date of hire. If you are interested in applying for this position, please send a resume and cover letter indicating salary requirements to resumes@clevefdn.org by June 10, 2016. Candidates selected for the interview process will be contacted during or around the week of June 13, 2016. We regret that we cannot respond personally to each applicant.

Our Mission:

to enhance the lives of all residents of Greater Cleveland, now and for generations to come, by working together with our donors to build community endowment, address needs through grantmaking, and provide leadership on key community issues.

Our Vision:

to use the power of philanthropy to enable Greater Cleveland to be a great and global American city. Together with our donors and partners, we will make innovative, impactful, and internationally recognized contributions to the field of philanthropy.