



JOB DESCRIPTION

POSITION TITLE: Office Manager / HR Generalist
REPORTS TO: President
EFFECTIVE DATE: July 2025

Summary/Objective

The Office Manager/HR Generalist is an integral part of the Foundation's team and works closely with the President and the Board of Directors (BOD). This position provides general office management to the organization and the BOD; implements administrative systems, procedures and policies; processes and manages all HR responsibilities.

Essential Functions

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Administration
 - a. Serves as direct support to Foundation President & Board of Directors
 - b. Manages Board and committees:
 - i. Schedules and organizes all Board and the following committee meetings:
 - 1) Executive (monthly)
 - 2) Strategic Planning (monthly)
 - 3) Nominating (monthly)
 - 4) Marketing/Communications (bi-monthly)
 - ii. The following committees are managed accordingly:
 - 1) Development (bi-monthly, by Philanthropy Coordinator)
 - 2) Finance (monthly, by Controller)
 - 3) Grants Impact (monthly, by Grants Manager)
 - iii. Records Board committee meeting minutes, when necessary
 - iv. Edits and finalizes committee minutes for distribution and maintains historical records for Board and all committees, as both hard copy & electronic documents.
 - v. Maintains committee member attendance records for Nominating Committee
 - vi. Maintains and updates Board contact information
 - vii. Assists with onboarding of new Board members
 - viii. Manages Board Self Evaluation at the beginning of each fiscal year.
 - ix. Manages recognition of retiring Board members by procuring awards.
2. Human Resources
 - a. Maintains accurate and complete employment records including attendance and Paid Time Off (PTO) through Paylocity.

Job Description: Office Manager/HR Generalist

- b. Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, etc.
 - c. Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
 - d. Conducts or acquires background checks and employee eligibility verifications.
 - e. Implements new hire orientation.
 - f. Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
 - g. Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff, and/or legal counsel.
 - h. Attends and participates in employee disciplinary meetings, terminations, and investigations.
 - i. Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
 - j. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
 - k. Reviews and updates Employee Handbook on an annual basis.
 - l. Manages distribution and ensures completion of annual Performance Reviews and Development Action Plans for all staff.
 - m. Initiates and manages annual review of job descriptions
 - n. Works with insurance broker in annual renewal of health benefits. (*Future research for HSA options.*)
 - o. Works with insurance broker in securing life insurance and long-term disability policies as needed for new employees
 - p. Reviews and updates Crisis Management Plan at beginning of each fiscal year
 - q. Attends continuing education for HR and SHRM certification, if applicable
3. Community Event Sponsorships:
- a. Reviews and approves sponsorship requests according to guidelines.
 - b. Processes payment of all sponsorship checks and manages budget
 - c. Supports Marketing Communications Specialist by attending tabling events, when necessary
4. Education Advocate: Provides support as needed
5. General Office duties – oversees daily management of office functions, such as:
- a. Handles distribution of incoming mail to all staff members
 - b. Orders and maintains inventory of office supplies and promotional items
 - c. Monitors available postage in Quadient meter
 - d. Interacts with all sales reps/vendors as needed, ie: SOLVE IT, WB Mason, Canon, Primo Water, etc.
 - e. Acts as liaison with Property Management company

Job Description: Office Manager/HR Generalist

Supervisory Responsibility

None

Work Environment

This is a hybrid position and requires 3-days minimum onsite in a professional office environment, with 2-days maximum as remote work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, some filing may be required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. Must be able to lift 15 pounds at times.

Position Type/Expected Hours of Work

This is a full-time, exempt position. Minimum days and hours of work are Monday through Friday, 8:00 a.m. to 4:30 p.m. Evening and weekend work may be required as job duties demand.

Travel

This position may require travel for off-site meetings, wellness fairs and learning opportunities

Required Education and Experience

- Associate's degree in Business Management OR 2-4 years' experience in a related field is required
- At least 1-2 years of Human Resource Management experience required

Preferred Education and Experience

- Bachelor's degree in Business Management, HR Management OR 4-8 years' experience in related field is preferred
- At least 2-4 years' Human Resource Management experience preferred
- SHRM certification preferred

Required Skills/Abilities

1. Excellent verbal and written communication skills.
2. Excellent interpersonal, negotiation, and conflict resolution skills.
3. Excellent organizational skills and attention to detail.
4. Excellent time management skills with a proven ability to meet deadlines.
5. Strong analytical and problem-solving skills.
6. Ability to prioritize tasks and to delegate them when appropriate.
7. Ability to act with integrity, professionalism, and confidentiality.
8. Thorough knowledge of employment-related laws and regulations.
9. Proficient with MS365, SmartSheets or related programs

Job Description: Office Manager/HR Generalist

Competencies

1. Job knowledge
2. Judgment and problem solving
3. Self-management
4. Time-Management
5. Multi-tasking skill
6. Teamwork
7. Collaboration & relationship skills
8. Technical capacity
9. Quality
10. Support of diversity
11. Customer service
12. Communication skills
13. Supervision
14. Project leadership
15. Creativity

Salary range: \$62,500 - \$82,500 (Commensurate with related experience)

Work Authorization/Security Clearance (if applicable)

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Foundation-wide specifics

1. Is familiar with Foundation's mission and vision
2. Attends weekly staff meetings
3. Complies with all Foundation policies and procedures
4. Demonstrates flexibility in response to unexpected changes in workload, staffing and scheduling
5. Performs all other related work as requested by President, Board members and Committee Chairs
6. Applies principles of confidentiality to all Foundation matters