



## MOHONK PRESERVE

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Daniel Smiley Research Center

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### JOB DESCRIPTION

#### Human Resources (HR) Manager

Job Classification: Regular

FLSA Status: Exempt

Time: Full-time – 100%

Reports to: Chief of Staff

Responsibilities: The Human Resources (HR) Manager is responsible for the planning, budgeting, implementation and administration of most human resources functions including but not limited to, benefits, employee relations, recruitment, and learning and development. The HR Manager will develop and drive creative HR initiatives and activities and will advise management in human resources policy and program matters. The HR Manager will execute HR strategies that align with our mission and values while promoting a vibrant organizational culture.

This position professionalizes operations, ensures legal compliance, and encourages a more equal opportunity environment where all employees feel valued and respected. Collaborating with senior leadership and supervisors across the organization, the HR Manager plays a critical role in ensuring that our workforce thrives, our HR systems are clear and consistent, and our culture is inspiring.

#### Duties:

##### **Human Resources**

- Benefits Administration:
  - Manage and maintain enrollment and records related to the benefits program.
  - Oversee a comprehensive benefits strategy that aligns with the organization's overall goals and supports employee retention, well-being and satisfaction.
  - Perform benefit administration to include claims resolution, invoice approval, and annual re-evaluation of policies for cost effectiveness
  - Lead process to select benefit vendors, negotiate contracts, and ensure cost-effective and competitive benefits packages.
  - Ensure that benefits administration practices comply with federal and state regulations.
  - Manage and collaborate with benefit providers and provide accurate and timely enrollment and changes.
  - Oversee the benefits annual open enrollment process.
  - Keep staff informed of eligibility and changes in benefit packages.
- Employee Relations:
  - Foster a positive and supportive organizational culture, providing opportunities for staff to connect and ensuring that staff at all levels feel valued and heard.
  - Develop initiatives that acknowledge and reward employees for their achievements and contributions.
  - Plan and schedule fun activities, events and seasonal outings to boost employee morale and motivation, build stronger team connections, improve employee performance, retain talent and enhance company culture.
  - Provide excellent customer service to staff by being timely, proactive and responsive to employee inquiries.
  - Provide coaching and guidance to managers on employee relations issues, including counseling, corrective action, and conflict resolution.
  - The HR Manager is the first point of contact for employee grievances, disputes, concerns and performance matters.

- Lead workplace investigations including the intake of complaints, planning investigations, interviewing, writing investigation reports, and communicating outcomes of investigations ensuring fair treatment and compliance with organizational policies and employment laws.
- Determine and initiate follow-up plans for investigations and other related matters.
- Work to solve problems, mediate disputes, and resolve staff issues before they are brought to the President.
- In collaboration with senior leadership, implement Staff Climate Survey ~biennially (every two years) to gain insight into employee perceptions of their work environment, identifying areas of strength and weakness within the organization, enabling leadership to make informed decisions to improve employee satisfaction, engagement, and overall workplace culture by addressing concerns and implementing positive changes based on employee feedback.
- Recruiting/Hiring/Onboarding/Offboarding:
  - Collaborate with senior leadership to advance a recruitment and retention strategy that reflects the organization's values. Together with senior leadership/relevant supervisors, determine desired qualifications and develop/revise job descriptions.
  - Ensure the compensation plan is competitive and helps attract and retain high-performing staff. Conduct annual salary surveys.
  - Create/post job listings, coordinate Mohonk Preserve (MP) website posting of positions, screen candidates, plan for, set up, and participate in interviews, and seek to improve and expand equal opportunity practices and outreach to broader candidate pools within these processes.
  - Draft offer letters and initiate applicable background checks once offer letters are signed.
  - Oversee and process all HR records and files regarding new hires.
  - Conduct orientation and onboarding for all new hires; welcome new employees with the onboarding kit.
  - Oversee and process terminations and coordinate and conduct exit interviews.
- Learning and Development:
  - Develop and implement training programs to enhance staff skills, knowledge, and professional growth such as leadership development, communication, organizational culture and employee engagement.
  - Coordinate ongoing learning opportunities for employees to support career growth and organizational success.
  - Coordinate and implement required annual sexual harassment prevention and drug/alcohol abuse awareness trainings.

### **General Business**

- Attend Human Resources (HR) Committee meetings and transcribe minutes.
- In collaboration with President & CEO, oversee the performance management/evaluation process, including scheduling performance review process and ensuring timely feedback.
- Identify ongoing opportunities for system and process improvements that will enhance the employee experience, equity and effectiveness.
- Maintain accurate Human Resources records, surveys, reports, employee files, and procedural documentation.
- Manage posting to shared file all final job descriptions provided by Department Directors.
- Manage Employee Handbook including required legal updates, revisions and distribution.
- Perform other related duties as assigned by the President/CEO or supervisor.

### **Qualifications**

- Bachelor's degree in Human Resources, Business Administration, Psychology or related subject matter; a minimum of 4+ years of management level experience, preferably in Human Resources for a nonprofit organization of similar size and scope OR equivalent combination of education and experience.
- Current Professional Human Resources (PHR), SHRM-PHR, or SHRM-Certified Professional (CP) certification.
- Deep knowledge of HR principles and federal/local regulations.
- Displays the highest ethical and professional behavior and exhibits extraordinary discretion and confidentiality.
- Exceptional personnel management skills.

- Strong attention to detail and the ability to prioritize tasks effectively.
- Experience with/knowledge of personnel benefits management and other aspects of human resources management.
- Experience with recruitment and screening techniques and practices.
- Experience in caring for people and creating a healthy, safe, supportive and learning-oriented work environment on a team or in an organization.
- Proficiency in using a variety of technological systems including Microsoft Office 365 applications and remote work platforms (e.g., Teams, Zoom).
- Ability to manage projects and see them through to completion/action/recommendations for action.
- Excellent written and verbal communication skills and ability to communicate human resources policies and procedures to a variety of audiences.
- Ability to work effectively with individuals from diverse backgrounds as part of a team, and to work with consultants, attorneys, benefit brokers, etc.
- Commitment to ensuring that all people are respected and welcomed at Mohonk Preserve.
- Knowledge of and committed to Mohonk Preserve's mission, vision and values.
- Willingness to work occasional irregular hours, including some weekends, evenings and/or holidays.
- Bonus skills
  - Non-profit experience
  - New York Notary Public commissioned
  - Knowledge of Human Resources Information System (HRIS) systems
  - Bi-lingual (Spanish/English)
  - Knowledge of Customer Relationship Management (CRM) systems

**Equal Opportunity Employer:**

Mohonk Preserve is an equal employment opportunity employer dedicated to creating a culture where employees from various backgrounds can thrive and support our mission. Mohonk Preserve encourages applications from women, minorities and/or other underrepresented groups. We provide reasonable accommodations to individuals who require them based on disability, pregnancy, childbirth and related medical conditions, and religion. Accommodations are meant to enable employees to perform the essential functions of their positions without imposing an undue hardship on our operations. If you require an accommodation, please contact human resources.

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