

JOB DESCRIPTION

TITLE: Human Resources Manager

DATE: 2026

CLASSIFICATION: Exempt

DEPARTMENT: Finance

SUMMARY:

Reporting to a member of the Executive Leadership Team, the Human Resources Manager serves as the sole HR professional for the association (small employer, less than 50 employees) and is responsible for all aspects of human resources administration. The HR Manager manages recruitment, onboarding, employee relations, benefits administration, compliance, payroll coordination, performance management, and HR recordkeeping.

Essential Responsibilities

Human Resources Operations

- Manage all HR functions as a department of one.
- Maintain personnel files and HR records.
- Administer HR policies, procedures, and employee handbook updates.
- Prepare employment-related documents, reports, and correspondence.
- Respond to employee questions regarding policies, benefits, and workplace practices.

Recruitment and Onboarding

- Manage the full recruitment process from job posting through onboarding.
- Coordinate interviews, background checks, offer letters, and new hire paperwork.
- Conduct new employee orientation and onboarding activities.

Employee Relations

- Serve as the primary HR resource for managers and staff.
- Provide guidance on workplace issues, policy interpretation, and employee concerns.
- Conduct employee investigations and recommend appropriate actions when necessary.

Benefits and Payroll Administration

- Administer employee benefits programs and annual open enrollment.
- Serve as liaison with benefit providers, brokers, and payroll vendors.

Compliance and Risk Management

- Ensure compliance with federal, state, and local employment laws.
- Maintain required labor law postings and employment documentation.
- Coordinate workers' compensation claims, unemployment responses, and employment verifications.
- Monitor regulatory changes and recommend policy updates.

Performance Management and Training

- Coordinate performance review processes and employee goal setting.
- Assist managers with performance improvement and employee development plans.
- Identify and coordinate staff training opportunities.
- Support employee recognition and engagement initiatives.

Education and Experience

Required

- Bachelor's degree in Human Resources, Business Administration, or related field, or equivalent experience.
- 5+ years of broad HR generalist experience.
- Experience designing benefit programs
- Experience independently managing multiple HR functions.
- Working knowledge of employment laws and HR best practices.
- Strong organizational, communication, and problem-solving skills.
- Ability to maintain confidentiality and exercise sound judgment.

Preferred

- SHRM-CP, SHRM-SCP, PHR, or SPHR certification.
- Experience in a nonprofit, association, or mission-driven organization.
- Experience working with outsourced payroll and benefits providers.

Key Characteristics

- Comfortable rolling up sleeves and handling administrative details.
- Able to work independently with limited supervision.
- Strong customer-service mindset.

- Resourceful, flexible, and adaptable.
- Committed to supporting the organization's mission and values.

Equal opportunity employer as to all protected groups, including protected veterans and individuals with disabilities

DISCLAIMER:

This job description indicates the general nature and level of work expected of the incumbent. It is designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.