

## **Human Resources Manager**

**Supervisor: Executive Director**

**Full-time exempt**

**Salary: \$70,000-\$75,000**

### **Overview:**

The Human Resources Manager is a member of the leadership team and, responsible for leading and managing all human resources functions at The Mount, Edith Wharton Cultural Center. In addition, this position supports all office administration. This role supports the organization's mission by fostering a positive, equitable, and inclusive workplace culture while ensuring compliance with employment laws and best practices. The Human Resources Manager serves as a strategic partner to leadership and staff, overseeing recruitment, onboarding, employee relations, performance management, benefits administration, compensation practices, training and development, and policy and compliance administration. The Human Resources Manager works collaboratively across all departments to attract, develop, engage, and retain a talented workforce dedicated to advancing The Mount's mission and values.

### **Responsibilities:**

#### **Human Resources Administration**

- Oversee all human resources functions at The Mount, ensuring policies, practices, and procedures support organizational goals, legal compliance, and a positive employee experience.
- Serve as a trusted advisor to leadership and staff on HR matters while fostering a culture of collaboration, accountability, and respect.
- Conduct daily HR operations, including managing employee records, personnel files, workers comp, OSHA, annual reporting, and HR documentation,
- Develop and maintain HR policies, procedures, such as employee handbooks, and resources in Paylocity.
- HRIS system management and utilization.
- Oversee recruitment and onboarding to support employee onboarding and to attract, retain and develop a diverse and highly qualified workforce.
- Administer compensation and benefits, including health, dental, vision, retirement, FSA, PFML, and long-term disability.
- Meet annually with all department heads for labor forecasting and budgeting needs. Coordinates with the Director of finance to set annual payroll and benefit budget.
- Serve as Mount representative for Berkshire Columbia County Pay Equity Coalition.
- Process bi-weekly payroll.

#### **Employee Relations and Organizational Development**

- Develop and guide professional performance management practices that encourage professional growth and development.
- Promote a positive and inclusive workplace culture that supports employee engagement, collaboration, and organizational success.
- Support employees and supervisors in navigating workplace matters and addressing challenges effectively.
- Lead employee engagement initiatives that enhance morale, retention, and productivity.

- Lead annual safety and compliance training.

#### **Board; Human Resources and Pay Equity Committee**

- Serve as the staff leader to the Board Human Resources and Compensation Equity Committee. Report annually to the full board.
- Support committee initiatives related to compensation philosophy, pay equity, benefits, succession planning, and workforce development.
- Annual reviews and adjusts salary bands. Conducts full market assessment every 3-5 years.
- Promote equitable and competitive employment practices.
- Partner with leadership to provide HR analysis and recommendations that support organizational objectives.

#### **Diversity, Equity, Inclusion and Accessibility**

- Support and advance The Mount's commitment to creating an inclusive workplace where all employees feel valued, respected, and empowered to contribute.
- Attend and participate in all accessibility taskforce meetings and initiatives for Universal Participation efforts.

#### **Office Administration and Executive Assistant Oversight**

- Provide oversight of day-to-day administrative operations and office management to support organizational effectiveness and efficiency.
- Supervise the Executive and Administrative Assistant and ensure the delivery of high-quality administrative support to the Executive Director, Board of Trustees, and staff while promoting effective systems, communication, and workflow management.
- Assist the Executive Director as needed.
- Assist the Finance Director with the entity's insurance agencies including reporting and claims
- Participate in annual joint management and board risk review and ensure risk to the organization remains limited.
- Oversee in coordination with relevant department heads the annual review and updating of the Emergency Operations Preparedness Plan.
- Collaborate with departments across the organization to enhance system compatibility and optimize technical advancements.
- Schedule and oversee monthly leadership team meetings.
- Assist in other tasks and responsibilities as needed

#### **Necessary Knowledge, Skills, and Abilities:**

- Bachelor's degree in Human Resources, Business Administration, or a related field, or equivalent experience.
- Exceptional written, verbal, and interpersonal communication skills.
- Strong understanding of human resources principles, employment law, and best practices.
- Excellent organizational skills with the ability to manage multiple priorities and deadlines.
- Demonstrated ability to handle confidential and sensitive information with discretion.
- Experience in recruitment, employee relations, benefits administration, and performance management.
- Strong problem-solving, decision-making, and relationship-building abilities
- Commitment to fostering an inclusive, equitable, and welcoming work environment.
- Knowledge of nonprofit operations is preferred.
- Experience administering payroll and HRIS systems; Paylocity experience preferred
- SHRM-CP, SHRM-SCP, PHR, or similar certification preferred.