



Job Title: Human Resource Manager
FLSA: Exempt
Position Type: Full-time
Reports To: CFO/COO
Location: Denver, CO
Date Modified: October 5, 2017

Position Description:

This position is instrumental in helping the College Fund achieve its mission and strategic goals through the education and investment in its team members that pay off in terms of higher productivity and achievements, and longer-term retention of employees.

The incumbent is responsible for helping promote a positive organizational culture. This position is dedicated to driving stronger engagement and opening up lines of communication within the organization through launching Human Resources programs and initiatives.

The Human Resource Manager is responsible for the overall effectiveness of human resource processes and ensures that the College Fund achieves its goals for talent acquisition, employee development and management, and compliance.

Essential Job Functions

Employee Retention, Professional Development, and Training

1. Provide coaching to support and enhance supervisor and employee relations.
2. Develop and support appropriate training/professional development plans to enhance performance and support employee growth.
3. Analyze and report on the effectiveness of professional development meeting the organizational objectives.
4. Lead the employee evaluation process
5. Ensure meaningful recognition programs are implemented which includes employee engagement.

Talent Acquisition: Recruitment, Selection and Orientation

1. Leads recruiting and coach hiring supervisors during selection process.
2. Manage job offer process
3. Lead orientation process to ensure new team members have information and tools they need and are appropriately supported.

General Employee and Compliance Management

1. Communicate and ensure adherence to applicable employment laws and regulations.
2. Maintain human resource records.
3. Ensure appropriate personnel policies and procedures for the organization.
4. Support organizational structure design and change management.
5. Maintain relationship with employment legal counsel.
6. Lead the implementation of the annual employee survey including ensure the analysis and recommendations to leadership.
7. Support employee management related to short and long-term disability, Worker's Compensation, Unemployment Insurance, and FMLA.
8. Lead the development and maintenance of appropriate job descriptions.

Job Requirements

Competencies

- Knowledge of current employment laws and regulations
- Working knowledge of HR, policies and procedures, employee relations, talent acquisition, compensation and benefits
- Strong computer skills including knowledge of Word, Outlook, Excel, and PowerPoint
- Proven success in employee development
- Strong attention to detail
- Ability to handle multiple tasks and meet deadlines
- Strong communication and presentation skills
- Flexible critical thinker with strong creative problem solving skills
- Ability to be discreet and maintain strict confidentiality

Education / Experience / Certification Requirements

- Bachelor degree
- Five years Human Resources Generalist experience

Preferred Qualifications

- Master's Degree
- PHR/SPHR or other HR certification preferred
- Not-for-Profit experience
- Experience with organizations of 25-100 employees
- Knowledge of American Indian culture and communities and/or experience in working with American Indians

Work Environment and Physical Activities

Professional office setting
Minimal travel

Frequent keyboarding
Lifting up to 35 pounds

Note: The intent is not to provide an exhaustive list of all duties, responsibilities, or qualifications associated with this position. Incumbent may perform other duties as assigned.