



MILWAUKEE
JEWISH FEDERATION

JOB DESCRIPTION

HUMAN RESOURCES MANAGER

Department: Administration

Reports to: Chief Operating Officer

FLSA Status: Exempt

Work Status: Full time

About the Organization

Since 1902, the Milwaukee Jewish Federation has demonstrated the power of collective giving by raising and investing financial resources to make the world a better place. Each year we distribute about \$20 million to Jewish and other nonprofit organizations. Funds come primarily from our \$7.5 million annual campaign and our \$240 million Jewish Community Foundation. In addition to fundraising, we have several direct service programs like Jewish Museum Milwaukee, which served 30,000 remote visitors this past year, the Nathan and Esther Pelz Holocaust Education Resource Center, which educates about 40,000 students and adults each year, and the Wisconsin Jewish Chronicle, serving the Jewish community across the state. We are committed to the principles of *Klal Yisrael* (the collective unity of the Jewish people), *Tzedakah* (the obligation to care for one another) and *Tikkun Olam* (improving the society in which we live). [Learn more about the Milwaukee Jewish Federation.](#)

Summary/Objective

Human Resource manager duties include job design, recruitment, employee relations, performance management, training and development, talent management, and leading the organization in hiring practices consistent with current diversity, equity and inclusion standards. The HR manager' job strives to ensure employees are engaged and productive in a happy and healthy workplace where employees can succeed in fulfilling our mission and objectives. HR Manager is a critical member of the senior management team and works closely with the leadership team and managers to build a positive culture for Milwaukee Jewish Federation.

Essential Functions

Talent Acquisition and Culture

- Recruits, interviews, manages selection processes, and onboards employees to fill vacant positions.
- Plans and conducts new employee orientation to foster positive attitude toward Federation goals.
- Leads the organization in hiring practices consistent with current diversity, equity, and inclusion standards

Performance Management

- Administers performance review program to ensure effectiveness, compliance, and equity within organization.
- Conducts wage surveys within labor market to determine competitive wage rate.

- Conducts employee semiannual internal and external employee surveys

HR systems (B2E/Intranet)

- Develops, maintains, and administers a human resources system (HRIS) that meets the needs of leadership and the organization.
- Prepares budget of human resources operations.
- Administers a one-stop shop portal for all employee information, key dates, events, relevant news, access to materials etc. (MJF intranet)

Benefits

- Analyzes wage and salary reports and data to determine competitive compensation plan.
- Keeps records of benefit plan participation such as insurance and pension plan; personnel transactions such as hires, promotions, transfers, performance reviews, and terminations; and employee statistics for government reporting.
- Administers benefits programs such as life, health, and dental insurance, retirement plans, vacation, sick leave, leave of absence, and employee assistance.

Leadership Development

- Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment.
- Advises management in appropriate resolution of employee relations issues.
- Responds to inquiries regarding policies, procedures, and programs.

Compliance and Conduct

- Documents Company policy, and advises managers, on equal employment opportunities, compensation, and employee benefits.
- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance. Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.
- Consults legal counsel as needed to ensure that policies and evolving situations comply with federal and state law.
- Reviews and edits employee handbook annually to maintain compliance with current with legislation and procedures.
- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.
- Administers salary program to ensure compliance and equity within organization.
- Investigates accidents and prepares reports for insurance carrier.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- Represents organization at personnel-related hearings, legal matters and investigations.
- Contracts with outside suppliers to provide employee services, such as temporary employees, search firms, or relocation services

Additional Functions

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, and efforts associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or

to require that other or different tasks be performed when circumstances change (i.e., changes in personnel, workload, or technological developments)

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/ or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Experience

Bachelor's Degree in Human Resources or a related field, and at least five (5) years' experience or a combination of education and experience that demonstrates qualification for the position.

Required Skills/Abilities

- Proven working experience as HR leader or manager
- People oriented and results driven
- Demonstrable experience with human resources metrics
- Knowledge of HR systems, databases an exceptional comfort with IT daily usage- research, email, VPN, office suite etc..
- Excellent verbal and written communication skills- ability to write and format emails, documents, materials and presentations.
- Ability to architect strategy along with leadership skills
- Excellent active listening, negotiation, and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- Knowledge and experience working in organizations where diversity, equity and inclusion in the workplace is important
- In-depth knowledge of labor law and HR best practices
- Ability to work effectively under pressure, with excellent skills in initiating solutions
- Exceptional ability to work collaboratively and provide customer service with internal staff and external partners
- Self-motivated and goal oriented
- Strong team contributor and leadership skills
- Ability to handle multiple tasks
- Demonstrated initiative and commitment to achieving and exceeding results
- Non-profit expérence a plus

Supervisory Responsibility

- This position has no supervisory responsibility but has access to limited administrative support.

Work Environment

- This job operates in a professional office environment with pleasant working conditions, good lighting, ventilation, reasonable quietness, and reasonably regular work hours. This role frequently uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

- This is largely a sedentary role; however occasional filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. On rare occasions it may be necessary to lift and/or move up to 15-20 pounds, usually waist high. There will be frequent computer usage which will require arm and hand dexterity as well as all vision abilities to be successful.

Signatures

This job description has been approved by management on _____

Chief Financial Officer _____

COO _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____

Date _____