

# HOUSTON ENDOWMENT

## JOB DESCRIPTION

**JOB TITLE:** Human Resources Manager

**REPORTS TO:** Director of Human Resources and Administration

### POSITION SUMMARY

Houston Endowment Inc. (the “Foundation”) is an organization known for its dynamic culture and team of talented individuals who are deeply committed to the Foundation’s mission of a vibrant region where all have the opportunity to thrive. We seek a colleague who is enthusiastic about supporting the Foundation in achieving its mission to serve as a Human Resources Manager and HR business partner to provide support and coordination for a variety of HR processes as well as initiatives related to culture and employee engagement.

### KEY RESPONSIBILITIES

The Human Resources Manager will participate in a variety of HR programs, processes and priorities.

- **Talent Acquisition and Onboarding:** Uses innovative candidate search methods that attract a diverse slate of candidates. Ensures job descriptions are up-to-date. Coordinates competency-based interview process and ensures offer letter and background check are completed. Participates in and identifies ongoing enhancements to employee onboarding processes.
- **Culture and Employee Engagement:** Assists with tools and processes that facilitate a high-performance culture. Coordinates effective employee and organizational feedback and engagement techniques. Reports and communicates regularly to staff and leadership on feedback trends and identifies improvement opportunities. Assists with HR and team events for employee recognition and team building. Crafts clear organizational messages and delivers well-organized, impactful presentations.
- **Performance Management:** Provides guidance on performance management processes. Assists with developing role-based competency models and integrating into other HR systems (e.g., selection, development).
- **Training and Development:** Participates in employee development planning as requested. Supports the delivery of high quality professional development programs aligned with organizational needs and priorities, utilizing outside vendors as needed.
- **HR Consultation:** Develops a reputation as a trusted HR partner. Researches and analyzes HR trends and metrics and provides concise summaries and recommendations as requested. Leads assigned projects, outlining overall project plan and operationalizing projects and initiatives. Recognizes potential issues proactively and either resolves the issue or escalates the concern to senior leadership.
- **Compensation and Benefits:** Understands process to administer payroll/compensation and benefits and is able to fully execute processes, including claims resolution, vendor invoices and communicating benefits information to employees. Coordinates with outside partners. Assists with producing annual employee total compensation statements.
- **HR Administration:** Maintains and provides guidance on the employee handbook and all HR policies, practices and procedures, ensuring alignment with organizational culture. Maintains HR information processes and systems, ensures data is current and compiles employee reports. Ensures organization is in compliance with all federal, state and local employment and benefits laws and regulations. Seeks ways to proactively improve organizational processes and outcomes related to HR and culture.

### DESIRED QUALIFICATIONS

- A Bachelor’s degree in a related field. An advanced degree and HR certification is preferred.
- A minimum of five years of experience in human resources with a working knowledge of multiple human resources disciplines.
- Demonstrated success in helping others create and develop high performing, productive work teams and solutions that positively impact culture.
- Strong skills in MS PowerPoint, Excel, Word, Outlook, Adobe Acrobat, HRIS and team collaboration software.
- Excellent written and oral communication skills.
- Familiarity with the nonprofit, philanthropic or foundation sector a plus.

## KEY ATTRIBUTES AND COMPETENCIES

- Demonstrated ability to build relationships and collaborate; inspire and build confidence in others; and obtain support and respect.
- Strong organizational skills and ability to drive high quality results, meet deadlines, take initiative and anticipate needs, working with minimal supervision and handling multiple priorities.
- Exceptional judgment and ability to handle confidential information with discretion, be adaptive to competing demands, and have a sense of urgency.
- Strong business acumen, understanding the organization's business needs and priorities as well as HR and competitive market trends.
- Ability to thrive and adapt in an environment of growth and change and be comfortable in a high energy, fast-paced, demanding environment.
- Appreciation for colleagues and the important role of others in the Foundation's mission and daily operations.
- Commitment to diversity, equity and inclusion.
- Passion for improving quality of life for the people of greater Houston.
- Proactive approach to issue identification and resolution.
- Orientation as a team player who strives to understand and deliver excellent customer service to internal and external stakeholders.
- Excellent judgment, integrity and commitment to personal responsibility and accountability.

## COMPENSATION

Salary will be set in accordance with the successful candidate's experience. The Foundation provides comprehensive employee benefits programs, including health, dental and vision plans, paid time off, life insurance, short and long term disability, matching 401(k) and pension retirement plans.

## TO APPLY

Send resume and cover letter to [employment@houstonendowment.org](mailto:employment@houstonendowment.org). We will contact candidates who most closely match our requirements. We thank you in advance for your interest.