



HR Generalist

Job Description

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

JOB SUMMARY: The HR Generalist is responsible for managing the day-to-day HR operations of the Foundation, working across multiple departments to ensure seamless efficiency and communication. The Generalist will have 3-5 years of people operations experience and a proven record of confidentiality. The HR Generalist will have both administrative and strategic responsibilities, helping the Foundation to plan and administer important functions, such as staffing, training and development, compensation and benefits and develop a clear definition of the Foundation's organizational culture and standards and maintain this culture through various successful initiatives and policies. The HR Generalist will align staff to business objectives, recruiting the right talent, enhancing staff performance, supporting employee development, enhancing recruitment efforts, planning strategic HR initiatives, managing consultants (as needed), running orientation and onboarding processes, communicating role expectations, designing succession plans, maintaining staff relations, managing internships, updating policies and practices, and overseeing other initiatives as needed.

DUTIES AND RESPONSIBILITIES: *Indicates the action or outcomes required to fulfil each major responsibility of the position.*

- Protect organization's value by keeping information confidential.
- Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart, and contributes to the development of policies.
- Develop a clear definition of the Foundation's organizational culture and standards and maintain this culture through various successful initiatives and policies.
- Ensure legal compliance of HR state and federal regulations and applicable employment laws, and update policies and/or procedures as required.
- Implement human resources programs related to talent acquisition and onboarding, staffing, employment processing, compensation, health, and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, compliance, and labor relations; completing personnel transactions.
- Responsible for payroll processing, benefit activation and annual employee performance cycle.
- Documents compliance with mandatory and non-mandatory staff training.



- Lead collaborative cross-functional relationships to ensure the successful onboarding and offboarding of new employees and contingent workers.
- Develop human resources solutions by collecting and analyzing information; recommending courses of action.
- Improve manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solutions; coaching and counseling managers and employees.
- Comply with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.

KNOWLEDGE, SKILLS, AND ABILITIES: *Reflects the specific competencies required for job performance.*

- 3-5 years of experience working as a People Partner, HR Manager, HR Program Manager, or similar role
- Strong values with a clear inner core of purpose-driven leadership and integrity
- Detail-oriented and resourceful mindset
- Strong problem solving, reporting, and analytical skills. Skilled in Microsoft Excel, PowerPoint, and Word
- Bachelor's degree in HR, business, or a related field
- Additional HR training or experience is a plus
- Excellent communication skills, interpersonal skills, ethics, and cultural awareness
- Resourceful, problem-solving aptitude and thorough knowledge of HR procedures and policies
- Superior knowledge of MS Office, HRIS systems, and comfortable learning new technology systems as needed.

EDUCATION:

- 4 Year degree required.

OTHER REQUIREMENTS: *Describes any other requirements or physical demands not indicated elsewhere.*

- Position is based in Washington, DC with a hybrid work environment.

ADA PHYSICAL DEMANDS: *The physical demands represent those that must be met by an employee to successfully perform the essential duties and responsibilities of the position.*



Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- The position requires being seated for several hours a day.
- The employee must frequently speak and hear as well as utilize the telephone, computer keyboard and monitor, pen and paper.
- The employee is required to walk and/or travel by car, train or plane.