

Human Resources Business Partner

Gulf Coast Community Foundation

Together with our donors, our team boldly and proactively transforms our region – and you can too. For over 25 years, Gulf Coast Community Foundation has partnered with generous donors, dedicated community partners, and an innovative team of talented employees who are empowered to identify needs in our community and lead strategic efforts to transform them.

Job Description

Reports to: Sr VP for Administration | COO

Status: Exempt

Job summary

The Human Resources Business Partner provides high-level administrative support to the Sr VP for Administration | COO and serves as a liaison with key constituents. The role supports the Human Resources function for Gulf Coast Community Foundation with utmost confidentiality, performs other duties and completes special projects as assigned.

Essential duties and responsibilities

Include but are not limited to the following:

- Coordinate the administrative functions for the office of the Sr VP for Administration | COO
- Oversee all aspects of Gulf Coast key events and functions
- Serve as liaison with board and nonprofit partners and ensure clear, consistent communication
- Track staff turnover, Paid Time Off and holiday calendars and other relevant Human Resources metrics and data
- Arrange travel plans, itineraries, and materials for the Sr VP for Administration | COO or other leadership team members
- Assist members of the leadership team with special projects as needed
- Complete payroll function/interface in a timely manner and maximize the use of the payroll platform for reporting and staff support
- Administer benefits by maintaining a close relationship with vendors, coordinating timely open enrollment and new hire presentations, advising new employees of eligibility and doing research on their behalf as well as maintaining systems up to date to ensure compliance
- Support data gathering for unemployment, workers compensation claims, vendor management or other projects as assigned
- Maintain confidential human resources files and records by recording personnel actions as appropriate
- Orient new employees by providing and ensuring the completion of new hire and onboarding checklists, preparing and presenting information packets, reviewing company policies, submitting deduction, withholding and other payroll information, scheduling and tracking 90-day and annual reviews and completing cafeteria plan and other benefits enrollment
- Assist the leadership team to understand and execute the organization's human resource and talent strategy
- Provide support and guidance to leadership team, and other staff to administer and execute routine tasks such as providing reasonable accommodations, investigations, and separations

- Manage the talent acquisition process by posting open positions, screening applicants, scheduling interviews, and maintaining communication with candidates, notifying existing staff of internal opportunities and maintaining applicant records on websites and shared drives; collaborates with leadership team to understand skills and competencies required for openings and develops job descriptions to reflect current state of each functional area
- Supports Sr VP for Administration | COO with retention strategies including a focus on compensation and benefits by compiling survey data to ensure Gulf Coast attracts and retains top talent
- May assist in employee disciplinary meetings, separations, and investigations
- Maintain compliance with federal, state, and local employment laws and regulations, best practices and new technologies and review policies and practices to maintain compliance and proactively maintain healthy work environment

Qualifications

- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to act with integrity, professionalism, and confidentiality
- Thorough knowledge of employment-related laws and regulations
- Proficient with Microsoft Office Suite or related software
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems
- Commitment to Gulf Coast's values of service, integrity, and stewardship
- Accurate, intelligent, strategic-thinker
- Self-motivated and able to make solid and well-thought-out business decisions independently
- Ability to understand and communicate the broad goals of Gulf Coast while remaining focused on the detail-oriented work and follow-through
- Demonstrated experience working in a fast-paced environment
- Ability to work well independently and within a multi-disciplinary team environment and manage multiple projects and priorities
- Commitment to the highest standards of service to internal and external customers
- Ability to recognize confidential information and handle it appropriately
- Highly-developed people skills and the ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures
- Enthusiastically live the mission, "Together with our donors, we transform our region through bold and proactive philanthropy"; vision, "We envision thriving communities with opportunities for all"; and values "Integrity, Leadership, Collaboration, and Excellence" of Gulf Coast Community Foundation

Education

- Bachelor's degree in Human Resources, Business Administration, other related field, or equivalent experience in Human Resources
- SHRM-CP preferred

Experience

- Minimum of 3 years of Human Resources or similar experience

General Physical Requirements

- Sedentary work: exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body
- Sedentary work involves sitting most of the time. Occasional walking, pushing, pulling, lifting, exerting over 10 pounds of force and recurrent repetitive motion (such as typing) are involved in performing this role

Working Conditions

- The employee is not substantially exposed to adverse environmental conditions
- Events may take place off-site and may necessitate exposure to weather elements
- Ability to work remotely and from multiple locations as needed

WHY WORK HERE?

EXPERIENCE

We are empowered to deliver an exceptional (+1) experience to our donors, nonprofit and community partners, Board of Directors, and colleagues.

WORKPLACE

Our hybrid workplace, digital communications, and open office space encourages interaction, communication, and collaboration. We create intentional opportunities for our team to connect to foster transparency, collaboration, and sharing of information

CULTURE

Our cohesive culture is sustained through our high-trust environment where employees are encouraged to identify and develop knowledge and skills, take measured risks, and push boldly into the future.

TECHNOLOGY

We have integrated advanced technology and provide employees with the tools needed to succeed while working in a hybrid environment.

STAFF BENEFITS

We offer:

- 11 full-day and 2 half-day paid holidays
- MINIMUM 160 PTO hours per year (pro-rated year 1) with no waiting period
- Paid time off to vote
- Paid time off for Poll Volunteers
- Paid family leave
- No cost telemedicine for our families
- No cost life, AD&D and disability insurance
- Discounted medical and vision insurance for our families
- No cost Employee Assistance Program
- No cost employee-only medical coverage
- No cost dental coverage for our families

- Low cost pet care discount plan
- Staff and organizational development investments (lunch and learns, staff retreat, and off-site staff gatherings)
- Opportunities for staff to attend external learning opportunities (conferences and/or trainings)
- Hybrid work model
- Monthly staff celebrations and family gatherings
- Employee discounts through Working Advantage
- Up to 4% employer match on 401(k) + discretionary contribution of up to an additional 5%

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