

THE FOUNDATION

The Miami Foundation builds the philanthropic, civic, and leadership backbone for Greater Miami. Since 1967, the Foundation has invested \$485 million to strengthen our community with partnerships and contributions from more than 1,000 fundholders and 35,000 donors. The Miami Foundation, which currently manages over \$450 million in assets, mobilizes donors, nonprofits, leaders, and locals to set a bold vision for our community's future and to invest in a stronger, more equitable, more resilient Greater Miami.

POSITION DESCRIPTION

The Foundation is building a high-performance team and creating a best-in-class work culture; one that prioritizes collaboration, communication, transparency, inclusiveness, accountability, and innovation. To continue doing so, we need a more robust human capital strategy and practice.

We are adding a Director of People Operations who will be responsible for HR compliance and training, benefits, payroll, compensation, and employee relations. We need a highly skilled, passionate human resources professional with demonstrated career success in these functional areas.

In addition to rolling up your sleeves to tackle these primary administrative duties, you will collaborate closely with the Director of Talent, who is responsible for recruiting, retention, engagement, development, and succession planning. Together, you will leverage your expertise and experience to provide the executive team with data-driven insights to develop and drive workforce planning and policy initiatives.

This position reports to the Vice President for Finance & CFO and will work closely with the President & CEO and the Executive Team.

DUTIES AND RESPONSIBILITIES

- *Policy and Compliance:* Developing and implementing human resources policies, procedures, and practices that comply with legal requirements and align with the organization's values and culture.
- *Compensation and Benefits:* Designing and implementing competitive compensation and benefits programs that attract and retain high-performing employees while aligning with industry standards and budgetary considerations. Prepare bi-monthly payroll and review monthly benefits invoices.
- *Analytics and Metrics:* Utilizing data-driven insights to assess human resources metrics, measure the effectiveness of human resources initiatives, and provide recommendations for continuous improvement.
- *Leverage HRIS system (Paylocity):* Maximizing efficiencies by managing and automating core HR processes in recruiting, onboarding, time and attendance, payroll, and other workflows.
- *Change Management:* Supporting organizational change initiatives by providing human resources expertise, managing communication, and facilitating employee engagement to ensure successful transitions.
- *Workplace safety:* Providing and maintaining a safe working environment by facilitating safety training; administering workers' compensation.
- *Employee Relations:* Overseeing employee relations matters, managing conflict resolution, and ensuring compliance with labor laws, regulations, and company policies.
- *Talent and Development:* Working collaboratively with the Director of Talent to provide excellence in recruiting top talent, employee performance management, and ongoing development and training.

To succeed in this role, on-site work with leadership, team members, and colleagues is expected.

POSITION REQUIREMENTS

Essential Qualities

- Significant relevant experience:
 - providing human resources advice, counsel, and recommendations to senior level management.
 - in organizational development and training/workforce development programs.
 - with increasing levels of responsibility, demonstrating clear career progression. including leadership roles.
- Strong interpersonal and communication skills, with experience presenting human resources information in a clear, concise manner to both employees and senior leaders alike.
- Education requirements: bachelor's degree in human resources (or equivalent experience). Master's degree in related field preferred.
- Human resources certification(s) such as PHR, SPHR, SHRM-CP or SHRM-SCP
- Demonstrated ability to manage potentially conflicting interests, possess strong organizational skills, plan and schedule individual and teamwork, set priorities, and manage multiple projects and deadlines.
- Experience with managing fully integrated HRIS systems, ideally with Paylocity.
- Ability to maintain discretion and the highest ethical and professional standards while dealing with confidential information.

Specifics

- Position available: Immediately
- Status: Full Time, Exempt
- Target Salary: \$90,000 – \$110,000, commensurate with experience and qualifications

Please apply [here](#).

We offer a comprehensive and generous benefits package which includes medical, dental, and vision insurance, a 403(b)-retirement plan, flex spending and dependent care accounts, professional development stipend, paid time off, cell phone stipend and gym reimbursement.

The Miami Foundation's Anti-Discrimination Policy - The Miami Foundation shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.

The Miami Foundation practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Candidates from traditionally marginalized communities are especially encouraged to apply.