

## The Foundation

The Miami Foundation builds the philanthropic, civic, and leadership backbone for Greater Miami. Since 1967, the Foundation has invested over half a billion dollars to strengthen our community with partnerships and contributions from more than 1000 fundholders and 35,000 donors. The Miami Foundation, which currently manages over \$425 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

We are building a high-performance team and creating a best-in-class work culture; one that prioritizes collaboration, communication, transparency, inclusiveness, accountability, and innovation. We need a seasoned, detail-oriented HR Generalist to join us. In this role, you will leverage your knowledge and experience with HRIS systems, preferably Paylocity, to maximize efficiencies by managing and automating core HR processes and workflows for every stage of the employee lifecycle.

This is an ideal opportunity for a mid-level human resources professional with demonstrated career success and a passion for systems management, compliance, benefits, payroll administration, and compensation.

This position reports to the Director of Talent. You will also work closely with the Vice President for Finance & CFO.

## Duties and Responsibilities

- *Policy and Compliance:* ensure policies are understood, monitored, and executed.
- *Compensation and Benefits:*
  - Prepare bi-monthly payroll and reconcile monthly benefits invoices.
  - Implement competitive compensation and benefits programs that attract and retain high-performing employees while aligning with industry standards and budgetary considerations.
- *Analytics and Metrics:* Utilize HRIS system to produce reports; present human resources information in a clear, concise manner; provide advice, counsel, and recommendations to senior management using data driven insights.
- *Workplace safety:* Administer workers' compensation policy, compliance, and reporting; partner with the operations team to ensure office safety protocols are in place, promoted, executed, and updated as necessary.
- *Employment:* Ensure compliance with labor laws, regulations, and company policies. Maintain job descriptions and job postings.
- *Expenses:* review and process vendor invoices; track expenditures and prepare monthly budget updates.

## Position Requirements

### Essential Qualities

- **Proactive and solution-oriented** – An inclination to proactively seek opportunities to maximize impact or overcome challenges. Creative and resourceful in seeking or developing solutions.
- **Strong project and time management skills** – An adeptness at using organizational methods and tools to manage multiple workstreams with ease and effectiveness, while maximizing shared visibility and accountability, with a proven track record of leading complex projects from start to finish.
- **Robust commitment to diversity, equity, and inclusion** – Passionately believing that our strength as an organization and community is rooted in our diversity.
- **Entrepreneurial spirit** – A passion for building innovative solutions from inception and developing the necessary processes and partnerships for their continued success. An eagerness for working across multiple functions of a project.
- **High ethical and professional standards** - Ability to maintain discretion while dealing with confidential information; willingness to have difficult conversations.

## Desired Experience

- At least 7 years' experience in progressively responsible human resource roles, with specific experience in the areas of benefits, compliance, compensation, and payroll.
- Human resources training and certification(s) such as PHR, SPHR, SHRM-CP or SHRM-SCP.
- Bachelor's degree in human resources (or equivalent experience). Master's degree in related field preferred.
- Experience with managing and leveraging a fully integrated HRIS systems, ideally with Paylocity.

This list of essential responsibilities and requirements is not intended to be exhaustive. The Miami Foundation reserves the right to revise this job description as needed to comply with actual job requirements.

## Specifics

- Position available: Immediately
- Status: Part Time, Exempt (30 hours)
- Salary: \$62,00-\$70,000 (based on \$40-\$45 per hour), commensurate with experience and qualifications

Our preference is for a local candidate who can travel to the office regularly, but we will consider remote candidates with ideal experience who are able to travel to the office 3-4 times per year as required.

Please submit your resume, cover letter and writing sample [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, pro-rated 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.