

**Community Foundation for Greater Atlanta
Human Resources Generalist, Talent**

POSITION: Full-time Exempt

DEPARTMENT: Human Resources

REPORTS TO: HR Manager

The Community Foundation for Greater Atlanta works to inspire and lead our region toward equity and shared prosperity for all who call our region home. We work with residents, neighborhoods and civic leaders across public, private and philanthropic sectors to seize the greatest opportunities and solve the region's most pressing challenges.

Supporting an average of 110 employees across the Foundation and Supporting Organizations (SOs), the primary responsibilities of the Human Resource (HR) Generalist, Talent will be to lead strategic and diverse recruitment efforts, exceptional onboarding process, and serve as a front-line resource to Foundation employees for HR-related questions or inquiries. Additional responsibilities will include supporting the HR team with policy and procedure development, employee file management, compliance initiatives, and human resource projects. Qualified candidates must have direct experience sourcing, recruiting and hiring diverse staff of qualified candidates to achieve the goals and mission of the organization.

Essential Functions of the Position:

- Talent Acquisition and Management:
 - Manage the talent acquisition process end-to-end, including job description creation, establishing a recruiting plan, posting, sourcing, interviewing, evaluation of candidates, selection and offer
 - Collaborate with hiring managers to understand staffing needs and develop effective recruitment strategies for talent acquisition under guidance of the HR Manager
 - Draft talent acquisition timelines and develop feedback loops with hiring managers through the process
 - Manage interview schedules and coach hiring managers on interviewing and selection process, providing updates and data to inform decision making
 - Proactively source diverse qualified candidates through a variety of recruitment mechanisms and platforms (associations, networks, websites, social media, in-person, etc.)
 - Maintain timely and accurate records of job openings and relevant metrics through full-cycle hiring process
 - Ensure a positive candidate experience through the full-cycle process
 - Manage employment offer processes and all pre-employment steps, including references, background checks, onboarding process, and compliance paperwork
 - Support managers in developing onboarding plans, providing guidance on best-in-class 90-day new hire orientation and training
 - Coordinate with other departments to deliver a smooth onboarding process and exceptional first day onboarding experience
 - Complete day-to-day administration of necessary paperwork to enroll, terminate and modify employee records in partnership with the HR Generalist, Operations
 - Support the off-boarding process as needed

- Support a high-performance culture to increase employee acquisition, engagement and retention
 - Maintain an active recruiting network
- Talent Development
 - Support leaders and new employees during onboarding through development and execution of a 30-60-90 day framework
 - Organize goal-setting, quarterly check-ins and performance evaluation document filings, providing guidance as needed and reporting to HR leadership
 - Identify development opportunities for staff and support strategies to re-skill, up-skill, and develop employees
- Inquiries, Reporting and Project Support
 - Develop and maintain positive employee relationships, providing first-level HR support to employee and leader questions, inquiries and technical support
 - Perform administrative tasks and services to support effective and efficient operations of the human resource department, including calendar management and scheduling, preparing documents, reports and presentations, etc.
 - Perform periodic audits on internal and external system controls, processes and records
 - Document management across all aspects of department, including employee files, vendor contracts, trainings and presentations, project reports, etc., keeping accurate and up-to-date records
 - Support HR projects delegated by the HR Manager and VP of People
 - Support company diversity, equity and inclusion objectives, activities and initiatives
 - Maintain up-to-date knowledge and understanding of laws and regulations related to talent acquisition, talent management, policies, best practices, etc.

Qualifications:

- Bachelor's degree in Human Resources or related field required. At least three years of experience in related areas, including recruitment, talent management, and compliance.
- SHRM-CP or aPHR preferred
- Thorough understanding of local, state, and federal laws and regulations involving employment practices and HR policies
- Experience in full-cycle recruiting, sourcing and employment branding
- Strong understanding of proactive sourcing, interviewing and selection methods and techniques
- Must possess strong self-awareness with high emotional intelligence
- Excellent interpersonal and customer service skills
- High level of professionalism, diplomacy and integrity with ability to maintain confidentiality
- Must model the company's core values and have a strong commitment to diversity, equity and inclusion
- Results-oriented with strong problem-solving skills and heightened sense of urgency
- Excellent verbal and written communication skills
- Must be comfortable preparing and presenting new ideas to improve current processes
- Excellent organization skills and attention to detail with strong analytical skills and ability to spot numerical errors
- Adaptable with ability to function well in a high-paced, changing, and at times stressful environment
- Excellent time management skills with proven ability to meet tight deadlines
- Proficient with Microsoft Office Suite, Excel, employee management software and HRIS platforms; experience in Paycom highly advantageous

Other:

All employees are required to be fully vaccinated against COVID-19 (medical and religious exemption accommodation possible) within 30 days of hire.

The Community Foundation operates in a hybrid working environment with staff working in-office three days per week and the opportunity to work two days remote per week if in good standing.

Compensation:

To be determined based upon experience and qualifications. This position is currently being benchmarked with the anticipated salary range of \$65,000-\$75,000. This position is exempt and employee is eligible for the Foundation's competitive health and benefits plan:

- Paid time off:
 - Two weeks accrued paid vacation
 - Two weeks accrued paid sick leave
 - Four mental health days
 - Two personal days
 - Two floating holidays
 - Ten holidays
- Benefits:
 - All benefits effective on date of hire – no waiting period
 - 100% employer-paid benefits (medical, dental, vision) for employee-only insurance plans
 - 100% employer-paid life insurance and AD&D
 - 100% employer-paid short-term disability and long-term disability
 - 100% employer-paid parking in downtown Atlanta or monthly MARTA card
 - Affordable plans for legal insurance, critical illness, supplemental life and more
 - Employee Assistance Program
- Retirement:
 - Immediate eligibility for employee contribution to 403b plan
 - After two-year anniversary with organization, all employees receive an employer-paid contribution of 6% of their salary to a SEP-IRA plan regardless if the employee contributes to retirement
- Culture and Development:
 - Individual Development Plans (IDPs) for each team member including trainings, resources, development opportunities, etc.
 - Two wellness rooms for mental health with self-care items
 - Fun monthly employee engagement activities

To Apply:

To submit an application for this position, send your resume via email to hr@cfgreateratlanta.org with the subject line "HR Generalist, Talent".

Due to the volume of candidates, we are unable to provide status updates to applicants or accommodate phone calls or walk-ins regarding open positions.

The Community Foundation for Greater Atlanta provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Community Foundation for Greater Atlanta values diversity and inclusion; we honor the diverse needs, strengths, voices, and backgrounds of all individuals in our regional community.