

Human Resources Manager - Job Posting

Organizational Information:

The mission of the Medical College of Virginia Foundation (“MCV Foundation”) is to inspire and steward philanthropic resources to our MCV Campus partners at VCU Health. Since 1949, MCV Foundation has supported the MCV Campus, a nationally recognized urban academic health center in downtown Richmond.

The MCV Foundation’s campus partners include: VCU College of Health Professions, VCU School of Dentistry, VCU School of Medicine, VCU School of Nursing, VCU School of Pharmacy, VCU Massey Cancer Center and VCU Medical Center. The MCV Foundation currently manages more than \$600 million in assets to ensure that the VCU Health Sciences Campus remains at the forefront of excellence and innovation in patient care, education, and research.

Position Summary:

The Human Resources Manager is an integral part of the leadership team responsible for developing initiatives and implementation systems for the internal HR structure at the Foundation. This includes recruiting and onboarding, employee training and development, employee relations and retention, performance management, payroll and benefits administration, policies, procedures and HR compliance, and DEI&B and cultural development initiatives.

Responsibilities Include:

- Partner with the leadership team to understand, develop and execute the organization’s Human Resources objectives and strategies.
- Manage the talent acquisition process, including full-cycle recruitment and onboarding activities and strategies. Collaborate with departmental managers to understand skills and competencies required for open positions.
- Respond to day-to-day employee inquiries pertaining to HR-related matters.
- Coordinate the performance management process, including recommendations of best practices for the employee performance evaluation process, as well as training and coaching of managers and staff.
- Manage employee relations issues for all staff including conducting of investigations, if necessary.
- Collaborate with leadership on new HR initiatives including the development of employee retention and professional learning programs, as well as culture enhancing strategies.
- Ensure compliance with federal, state, and local employment laws and regulations. Recommend best practices for policies and procedures to maintain compliance.
- Acquire knowledge of trends, best practices, regulatory changes, and innovative technologies in human resources, talent management, and employment law.
- Support the Foundation’s accounting team in the implementation of the payroll and benefits administration processes.
- Support the Office Manager with internal event planning.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field, or equivalent experience.
- A minimum of 7+ years of progressive human resources experience as a Generalist or Manager, preferably in a small to mid-sized organization.
- Must be well versed in current federal, state, and local employment laws.
- Advanced working knowledge of MS Office Suite, strong familiarity with HRIS (Human Resource Information System), benefits administration, Excel. and payroll systems.
- Should have a solid understanding of benefits administration systems and hands-on experience with implementing benefit programs.
- Full-scale recruitment experience, including instituting forward-thinking onboarding programs.
- Demonstrated skills in building an overall HR strategy with a focus on increasing employee engagement.
- Must possess excellent written and verbal communication, judgement, and organizational skills.
- Ability to engage professionally with team members at all levels of the organization and maintain confidentiality.

Additional Desired Qualifications:

- SHRM-CP or SHRM- SCP or SPHR or PHR certification preferred.
- Work experience in payroll processing.
- Experience with creating employee engagement programs preferred.

This exempt position is located at our offices in Richmond, Virginia with a hybrid option after the initial onboarding period. The Foundation offers a very competitive total compensation and benefits package.

MCV Foundation is an equal opportunity employer. Qualified applicants will be considered without regard to race, traits historically associated with race, color, physical or mental disability, medical condition, age (40 or older), marital status, religion/creed, national origin or citizenship, political activity or affiliation, veteran status, military status, genetic information, sexual orientation, sex or gender (which gender identity or expression, pregnancy, childbirth or related medical conditions), taking or requesting statutorily protected leave, or any other basis prohibited by law.

Please send your resume and/or cover letter to Sara Curry at sara.curry@onedigital.com for consideration.