

Job Title: Human Resources Generalist

FLSA Status: Full Time; Non-Exempt

Salary Grade: 10

Date: July 2026

Reports to: Senior Director of Operations

ORGANIZATIONAL MISSION

To enhance the quality of life for our citizens now and for future generations by building community endowments, meeting needs through grantmaking, providing leadership, and promoting collaboration on community issues.

PRIMARY PURPOSE OF JOB

The Human Resources Generalist provides day-to-day HR operational support across the employee lifecycle, including onboarding, payroll coordination, benefits administration, and staff training support. This role ensures HR practices are consistent, compliant, and employee-centered while supporting supervisors and staff with timely service and clear communication. All activities will align with the CFO's mission, vision, and values.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS

- Coordinate and build onboarding logistics, including but not limited to pre-hire paperwork, orientation scheduling, and introductory trainings.
- Support recruiting and hiring processes by coordinating job postings, applicant tracking, interview scheduling, candidate communication, and pre-employment logistics; collaborates with Senior Director of Operations and Vice Presidents to understand skills and competencies required for openings.
- Conduct or acquire background checks and employee eligibility verifications.
- Maintain onboarding checklists and ensure required documentation is completed and retained appropriately.
- Support offboarding processes (exit checklists, final pay coordination, benefits termination support, equipment return coordination).
- Attend and participate in employee disciplinary meetings, terminations, and investigations.
- Serve as the first point of contact for routine HR questions related to payroll, benefits, onboarding, standard policy interpretation, etc. Handle employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to appropriate staff.
- Maintain personnel files, HR records, and confidential documentation in accordance with retention requirements.
- Maintain and update HR and payroll systems, ensuring data accuracy to support payroll processing, benefits administration, compliance, and internal reporting.

- Coordinate payroll processes with Finance and the payroll provider, including time entry reminders, PTO tracking coordination, and payroll deadlines.
- Responsible for benefits administration and recordkeeping.
- Support policy administration including but not limited to handbook updates, signed employee acknowledgements, and standard forms.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Coordinate ongoing training as needed for current and new employees, including Diversity and Equity training as well as needed HR training for compliance.
- Coordinate workers' compensation documentation and data collection, support claim tracking as assigned, and assist with completion of the annual workers' compensation audit process.
- Manage the CFO employee charitable fund program, including quarterly matching gifts.
- Manage the CFO educational assistance program, including quarterly review of expenses and timeline management.
- Support employee engagement and organizational culture initiatives, including coordinating volunteer opportunities, staff recognition, work celebrations, and other activities that strengthen connection across the organization.
- Serve as member of the CFO's Social Committee
- Perform other duties and responsibilities, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency with Microsoft Office Suite software; strong working knowledge of Word and Excel and familiarity with PowerPoint.
- Technical capacity to learn and understand database systems.
- Ability to handle sensitive information with discretion and confidentiality.
- Strong organizational skills, attention to detail, and ability to manage deadlines.
- Ability to work independently and on a team, be self-motivated, and meet departmental team goals.
- Strong time management skills.
- Highly accurate and meticulous in recordkeeping.
- Strong grammar and proofreading skills.
- Excellent verbal and written communication skills in a professional tone.
- Comfort coordinating across departments and working with external vendors.
- Proficient with online office technology services, such as shared collaboration and document storage spaces, form builders, schedule-management programs, e-mail managers, e-commerce, password keepers, and willingness to explore, learn and adopt web-based office technology.
- Thorough knowledge of employment related laws and regulations.
- Ability to work occasional early mornings or evenings.

CFO CORE PRINCIPLES

Collaboration: *Connection builds community.*

Accountability: *Trust leads to transformation.*

Vision: *We are catalysts for legacy.*

CFO COMPETENCIES

Building Trust – *Interacting with others in a way that gives them confidence in one's intentions and those of the organization.*

Constituent Focus – *Ensuring that the constituent perspective is the driving force behind organizational decisions and activities; crafting and implementing service practices that meet constituent's needs.*

JOB SPECIFIC COMPETENCIES

Engagement Readiness - *Demonstrating a willingness to commit to one's work and to invest one's time, talent, and best efforts in accomplishing organizational goals.*

Managing Work (includes Time Management) - *Effectively managing one's time and resources to ensure that work is completed efficiently.*

Communication – *Clearly conveys information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.*

Contributing to Team Success - *Actively participating as a member of a team to move the team toward the completion of goals.*

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- High school diploma or equivalent required.
- Bachelor's degree in nonprofit management, human resources, business or other relevant field preferred.
- One to three years of human resources or related field required; 3+ preferred. Prior nonprofit experience a plus.
- Must possess a valid driver's license and have a good driving record.

PHYSICAL CONTEXT AND WORK ENVIRONMENT

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to see to read documents/reports and use computer.				X
Hearing: Must be able to hear well enough to communicate with staff, donors, vendors, and general public.				X
Sitting: Must be able to sit for long periods of time.			X	
Standing/Walking: Must be able to move about the work area.		X		
Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up items off the floor.	X			
Lifting/Pulling/Pushing: Must be able to lift 20 pounds with or without reasonable assistance.	X			
Grasping/Feeling: Must be able to type, handle documents, and use equipment and electronic devices.				X
Travel/Drive: Must be able to drive to various locations.	X			

WORKING CONDITIONS

The work environment is based at the CFO's Springfield office, which is a well-lighted, environmentally controlled indoor environment with a moderate level of noise. Normal business hours are Monday through Friday 8am to 5pm with a lunch hour. This position may be eligible for remote work as agreed upon with supervisor in accordance with organization policies. Additional hours may be required at times to meet payroll/benefits deadlines.

The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee Signature

Date