

POSITION DESCRIPTION

Position Title: HR Compliance & Facilities Manager

Reports to: CEO

Classification: Full Time Salaried Exempt

Location: Fort Myers, FL

Application Deadline: March 15, 2021 5:00 PM

Submit Cover Letter and Resume: Lisette@UnitedWayLee.org

ABOUT UNITED WAY OF LEE, HENDRY, GLADES AND OKEECHOBEE

United Way of Lee, Hendry, Glades and Okeechobee (UWLHGO) is a volunteer driven organization dedicated to improving the quality of life for all people in our community. This is accomplished through fundraising, fund distribution (90+ partners), community building, volunteer advancement, and information and referral. UWLHGO is an \$11 million nonprofit social services organization, with 56 employees in four locations with the main campus being located at 7273 Concourse Drive, Fort Myers, FL. The majority of funding is from private donations although UWLHGO also receives local, state, and federal grants.

OVERVIEW OF RESPONSIBILITIES

The HR Compliance & Facilities Manager for United Way of Lee, Hendry, Glades, and Okeechobee (UWLHGO) will be responsible for coordinating and executing HR functions such as onboarding, exit interviews, and benefits for the organization. The HR Compliance & Facilities Manager for United Way of Lee, Hendry, Glades, and Okeechobee (UWLHGO) will be responsible for coordinating compliance processes and procedures across organizational and functional boundaries to ensure compliance with Federal, State, local, and United Way policies, rules, and regulations. The HR Compliance & Facilities Manager for United Way of Lee, Hendry, Glades, and Okeechobee (UWLHGO) will be responsible for coordinating the management of United Way facilities including such things as vendors, insurance, and repairs.

As the human resources leader of the organization, the HR Compliance & Facilities Manager will serve as a valued member of the management team. The HR Compliance & Facilities Manager will directly influence and participate in the day-to-day employee relations matters of the organization and the functionality of the facilities. The HR Compliance & Facilities Manager will work closely with grant managers to ensure that the organization is in compliance with current and potential grants at state, federal, private, and local levels.

KEY RESPONSIBILITIES / ESSENTIAL FUNCTIONS

The major responsibilities of this position include, but are not limited to:

Staffing Logistics

- Initiate new hire paperwork/system, and complete appropriate background/testing information.
- Build and maintain excellent relationships with the management team to guide them through the recruitment process.
- Ensure all hiring processes are in compliance with federal/state/local laws.

- Responsible for the on/off boarding processes for new hires, including conducting exit interviews.
- Design job descriptions for new roles with input from hiring managers.
- Coordinate the annual benefit-related events, i.e. 401(k) and benefit renewals.

Training and Development

- Provide guidance and training to management to assist with employee relations, coaching and performance management.
- Collaborate with all departments of the organization to identify training needs.
- Lead training sessions and / or work with outside trainers (UWLHGO staff, contractors, vendors, etc.).

Performance Evaluations

- Responsible for the annual performance management process, including training supervisors on the performance management cycle, and facilitating management to complete the process in a timely manner.

Compliance

- Maintain current working knowledge of federal, state, and local laws (HIPAA, FMLA, COBRA, ADA, etc.) and guidelines.
- Work with grant managers to ensure that the organization is in compliance with current and potential grants at state, federal, private, and local levels.

Policies and Procedures

- Work with all departments to develop and implement the personnel policies and procedures and related documents as needed, and suggest and implement recommendations for system/process improvements to ensure adequate internal controls and efficient work processes.
- Research and report on Human Resource best practices.
- Develop and maintain positive customer relations by ensuring that all verbal, telephone, and written inquiries and requests are handled appropriately and in a timely manner.

Facilities

- Coordinate the facilities' insurance needs.
- Develop a plan, process, and procedure for managing/maintaining a safe, clean, and inviting work atmosphere for all employees through vendor coordination.
- Manage/Maintain vendors and relationships for all upkeep of all facilities.
- Manage/Coordinate repair calls for all facilities.
- Manage/Coordinate equipment and supply contracts and needs.
- Coordinate proper staffing coverage of facilities for welcoming visitors.
- Coordinate proper staffing for main phone coverage.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EDUCATION / REQUIREMENTS

- Bachelor's degree in Business Administration, Human Resources Management or related discipline.
- SHRM-CP or SHRM-SCP preferred.
- Minimum 5 years of direct human resource experience.
- Experience leading projects to completion.
- Competent in policy and procedure interpretation.
- Must have working knowledge of state and federal laws along with practical application.
- Skilled at effectively presenting information and ideas to executive teams, volunteers, and board of directors.
- Passion for the mission and values of United Way.
- Ability to earn the confidence and respect of stakeholders.
- Recognized as a collaborative, motivational, supportive, and visionary leader.
- Outstanding interpersonal, coaching, and listening skills, with the ability to communicate positively within all levels of the organization.
- Demonstrated ability to remain objective, be discrete, and exercise common sense at all times. Able to develop strong, trusting relationships within department and organization.
- Thrive in a dynamic environment and able to work on various projects simultaneously, requiring strong organizational and time management skills.
- Track record of developing partnerships, building teams and managing conflict.
- Experience in strategic planning and execution.
- Recognized for both emotional intelligence and intellectual rigor.
- Committed to exploring new ideas and innovative approaches to solving problems.
- Possess a valid driver's license and have use of insured motor vehicle.

SPECIAL SKILLS / KNOWLEDGE

- Knowledge of HR laws, policy, and resources.
- Excellent written and oral communication skills.
- Strong interpersonal skills.
- Ability to properly balance employee advocacy and business requirements.
- Strong analytical skills.
- Ability to work directly with all levels of staff to identify sound HR solutions that also meet business requirements.
- Well-organized, with the ability to handle multiple priorities.
- Ability to adapt to changing business needs in a dynamic environment.
- Ability to work independently.

COMPUTER SKILLS

- Intermediate/Advanced knowledge of Microsoft Office.
- Experience, including report management and data integrity: PayChex

STAFFING SUPPORT – 3 employees with variable time availability to assist in specific areas

Physical Requirements & Working Conditions

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and/or hear. The employee is frequently required to use finger and hand motion and occasionally to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 40 pounds. There may be additional physical requirements associated with volunteer events. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Requires talking, hearing, and visual acuity sufficient to perform these major functions. Occasionally, the work of this position is spent at offsite meetings, or event locations within Lee, Hendry, or Glades County.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates in a professional office environment, off site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

This is a Full Time position. Days and hours of work are Monday through Friday. Evening and weekend events may be required as job duties demand.

United Way is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, genetic information or any other characteristic protected by law. This nondiscrimination policy extends to all terms, conditions, and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions. United Way will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Terms of employment are subject to satisfactory negative drug testing as part of our drug-free workplace program. Background testing will be conducted because of the nature of the position. Applicants may be asked to take an online skills assessment.

Additional information:

- UWLHGO is an exceptional workplace that can provide you with:
- Opportunity to work with smart, passionate, and enthusiastic team members and volunteers
- Working with diverse staff and other constituents
- Culture of high-performance expectations and accountability
- Exciting and challenging work
- Opportunity to help solve the community's toughest problems
- Competitive pay that is commensurate with demonstrated successful performance and experience
- Paid Health and Dental Insurance for employee, 401K, and Monthly Accrued PTO