

Position Description

UMKC Foundation

Director of Human Resources and Operations

Purpose: The Director of Human Resources and Operations serves as the primary point of contact for internal constituencies on all matters pertaining to Human Resources and is responsible for the general administration of office operations for the UMKC Foundation. The Director must be entrepreneurial, a self-starter and enjoy working in a small business environment that is mission-driven, results-driven, and community-oriented. The ideal individual will have three or more years' experience working as a human resource specialist, has worked in a fast-paced environment, has the ability to exercise good judgment in a variety of situations, has strong written, verbal communication and organizational skills and is able to multi-task several activities successfully. The Director will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Work Hours: This position is a part-time salaried position of 24 hours weekly (equivalent of three days a week). Hours are flexible but must be consistent (i.e. if the employee works 8-5 M, W, F, they must remain in this work pattern; or if the employee works 9-3 with no lunch breaks M-Th; or week 1 – M, T, W, and week 2 – W, Th, F). The individual must maintain the established work hours.)

Organizational Relationship: This position reports to the President.

Essential Duties: The Director of Human Resources and Operations:

- Oversees Human Resources duties including:
 - Management of the HR System (Paycor) including updates, and employ additions and removals, and benefits forms
 - Directs the Performance Review Process
 - Oversees Paid Time Off for all Foundation Employees
 - Manages payroll
 - Oversees the HR process to ensure compliance with SHRM
 - Oversees onboarding, training of employees
 - Oversees annual benefit review/updates and monthly billing
 - Creates position descriptions for new positions and conducts periodic reviews of descriptions
 - Manages all HR forms for insurance and retirement benefits
 - Coordinates staff coverage of office open hours and manages coverage for holidays as needed
 - Completes all compulsory HR requirement forms
 - Annually reviews HR manual and suggests updates and changes
 - Leads HR training process for Diversity and Inclusion, Confidentiality, Sexual Harassment, etc.

- Initial point of contact for employee relations
- Operational-
 - Assists in establishment of codes for fund agreement establishment
 - Tracks New Gift Agreement
- Reviews Standard Gift Agreements
- Participates in weekly coordination meetings with Gift Processing, Annual Giving, Stewardship, and Prospect Management
- Manages a variety of special organizational projects for the President
- Manages the work-study program for the Foundation, ensuring students receive cross-training to perform exceptionally in multiple office environments.
- Oversees state compliance registration for fundraising (Clearly Compliant)
- Works closely and effectively with the President

Knowledge Required: To perform this job successfully, incumbent must have a high level of independence in accomplishing the responsibilities of the position. This includes:

- Thorough understanding of Human Resources policies and procedures
- Ability to respond effectively to sensitive inquiries and complaints
- The ability to interact comfortably, tactfully, and effectively with varied internal and external constituencies is essential
- Must display a high level of maturity and personal integrity and ability to understand, develop, and sustain resilient and dynamic relationships with colleagues and senior management

Education and Experience: A bachelor's degree preferably in Human Resources Management (or equivalent) is required as is the equivalent of three years related experience, preferably in higher education (or a comparably complex organization). Proficiency in Microsoft Office suite of products.

Other Skills and Abilities:

- Ability to work without supervision in a small office environment.
- Ability to take initiative and complete project assignments independently and in a timely manner.
- The individual must exhibit a pleasant and welcoming demeanor.
- Organizational skills and performing job requirements efficiently and in an orderly fashion.
- Ability to maintain high degree of privacy and confidentiality.
- Ability to hold a valid driver's license.

Physical Demands: This position does not require unusual physical ability. Little physical exertion is involved, although considerable pressures exist; ability to handle tension and stress in a positive manner is required. No risks or discomforts are imposed upon this position by the physical surroundings or job situation. Some local travel by car is required.

Work Environment: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low to moderate. This is a no-smoking work environment. The work environment is located on the second-floor level of a three-story building. Some evening work hours are required at various times throughout the year; however, this is minimal and on occasions defined well in advance.

Salary Range: Total Part-time Salary \$30,000 - \$36,000 (24 hours of work weekly, no benefits, with the exception of an additional 3% of pay toward retirement, and University holidays). Salary is based on experience.

UMKC Foundation: The UMKC Foundation is a separate but affiliated enterprise that is devoted to raising funds for the university, and for exercising fiduciary responsibility over endowments and other philanthropic investments made to UMKC.