
HUMAN RESOURCES MANAGER (HRM)

The Jones Center at Ichauway invites applications for the position of Human Resources Manager (HRM). A private operating foundation, Ichauway, Inc., does business as The Jones Center at Ichauway. Ichauway was Robert Woodruff's 29,000-acre hunting property in Baker County, Georgia. In 1991, trustees of the Robert W. Woodruff Foundation created Ichauway, Inc. and the Jones Center to study the science of natural resource management. Today, the Jones Center counts more than 85 permanent full-time employees working to better understand the woods, water and wildlife ecosystems of the southeastern coastal plain. Further information can be found on the Jones Center's website www.jonesctr.org

The Woodruff Foundation is the Jones Center's primary funder. Ichauway, Inc. and the Woodruff Foundation are governed by independent but identical boards of five elected trustees. The Woodruff Foundation's corporate officers serve as uncompensated officers of Ichauway, Inc.

Job Description: The Human Resources Manager (HRM) is responsible for the routine functions of Human Resources for the Jones Center at Ichauway (the Center), including recruiting and interviewing staff, onboarding new employees, employee development and training programs, performance management, managing compensation and benefit programs, payroll processing, and enforcing company HR policies and practices. The Center works closely with the Robert W. Woodruff Foundation (the Foundation) on operations and management issues and this position may interact with Foundation staff from time to time regarding issues related to staffing, policies and performance management. The HRM will report to the CFO of the Center.

Qualifications:

- Bachelor's degree in human resources, Business Administration, or a related field required.
- Five to seven years of relevant HR experience, with at least three years in an HR management role.
- SPHR, PHR, aPHR, CHRM, ACHRM, or SHRM-CP certification preferred.
- Strong communication and interpersonal skills, with the ability to communicate sensitive issues, and resolve conflict.
- Passion for the Centers' mission, work, and workforce.
- Acute sense of ethics and sensitivity to deal with challenging and confidential interpersonal issues.
- Well organized with strong attention to detail.

Duties:

Human Resources and Talent Strategy (35%)
Talent Acquisition and Development (20%)
Compensation, Benefits, and Compliance (15%)
Onboarding and Employee Separations (10%)
Processes payroll. (10%)
Performs related duties and other duties as assigned. (10%)

Candidates with the following skills are preferred:

Knowledge

1. Center and Foundation policies and procedures.
2. State and federal employment, labor, and immigration laws, including ADA and EEO compliance.
3. Compensation, benefits, and talent acquisition principles.
4. Employee development and training program design.

Skills

1. Skill in preparing comprehensive reports and key HR metrics.
2. Skill in delivering effective presentations and facilitating training.
3. Ability to exercise judgment, decisiveness, and creativity in problem-solving.
4. Proficiency in Microsoft Office Suite and HRIS systems.
5. Knowledge of accounting principles.
6. Knowledge of computers and job-related software programs.
7. Skill in collecting and analyzing complex data and preparing reports.
8. Skill in performing mathematical calculations.
9. Skill in establishing priorities and organizing work.
10. Skills in public and interpersonal relations.
11. Skills in oral and written communication.
12. Ability to balance between employee needs and the Center objectives.

Supervisory Controls, Guidelines, and Conditions.

Guidelines include state and federal laws governing payroll and personnel functions, insurance regulations, and Center policies and procedures. These guidelines require judgment, selection, and interpretation in application.

The work consists of varied human resources duties which contribute to the complexity of the position. The purpose of this position is to provide support for Center human resources functions. Success in this position contributes to the efficiency and effectiveness of those functions. Contacts are typically with co-workers, other Center employees and retirees, Foundation employees, benefits providers, job applicants, and members of the public. Contacts are typically to provide services, to give or exchange information, or resolve problems.

The work is typically performed sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects. The work is typically performed in an office.

Compensation: Salary commensurate with education and experience and includes a competitive benefits package. **To Apply:** E-mail a cover letter, resume and completed application to: jobs@jonesctr.org Subject: HRM. An application can be found at www.jonesctr.org/jobs/ Send specific questions regarding the position to the Center Director, Kier Klepzig, kier.klepzig@jonesctr.org . **Preference will be given to applications received by February 12, 2025.**

The Jones Center at Ichauway aspires to fully embrace equity, diversity, and inclusion. We reject all forms of racism including overt and systemic, prejudice, discrimination or hate toward any race, ethnicity, culture, age, gender, sexual orientation, gender identity, ability, national origin, veteran status, socioeconomic class, religion, or professional status. The Jones Center at Ichauway is an equal opportunity/affirmative action E-Verify employer.