

DETROIT HISTORICAL SOCIETY



Job Title: Human Resources Manager, Full-time

Department: Administration

Reports to: Chief Financial Officer

Annual Salary Range: \$55,000.00 - \$65,000.00, depending on qualifications

History saved and preserved is the foundation for strong, vibrant communities and future generations. The Detroit Historical Society's mission is to tell Detroit's stories and why they matter. Founded in 1921, the Society has been bringing together diverse voices and communities around the stories of the region to find their place in the present and inspire the future for over 100 years. Located in Detroit's cultural district, the Society administers and develops exhibitions and programming for the Detroit Historical Museum, the Dossin Great Lakes Museum on Belle Isle, and our Collection Resource Center at Historic Ft Wayne. The team cares for over 250,000 artifacts in its collection and relies on a staff of over 60 individuals to help to continue to bring Detroit's vibrant stories to life.

Position Description

The Human Resources Manager is a full-time, exempt position reporting to the Chief Financial Officer and works closely with the Director of Accounting. This position supports and engages with Trustees, volunteers, vendors, museum staff at all levels and the public. The HR Manager has a generalist background and undertakes a broad range of HR-related responsibilities. This position manages most HR functions, including talent attraction, hiring, training and development, employee engagement, employee performance, strategic compensation and benefits.

Major Responsibilities

- Recruitment, selection and résumé review.
- Criminal background and reference check management.
- Employee relations including but not limited to new hire onboarding/offboarding and benefits administration in collaboration with the Director of Accounting.
- Performance management and new hire employee training.
- Documentation and policy & procedure development and implementation.
- Personnel file administration and documentation, including recordkeeping and legal compliance.

General Responsibilities

- Attends meetings as required.
- Completes other duties and projects as assigned, directed, or as required to facilitate Society business.

Required Qualifications for Successful Position Performance

- Possess a strong commitment to diversity, equity, inclusion, belonging, personnel management and best practices. Also enjoy working with the public and comfortable working with diverse populations. Excels at including and integrating all people and groups; respecting people from all backgrounds and cultures; specifically accepting and valuing differences between people.
- Flexible, adaptable and understands and practices organizational accountability.
- Respective of organizational confidentiality; regularly exhibits a professional demeanor.
- Excellent verbal and written communications skills.

Preferred Qualifications

- Maintains knowledge of trends, best practices, regulatory changes, and up-to-date technologies in human resources talent management and employment law compliance.
- Previous nonprofit Human Resources experience.
- Possess leadership abilities pertaining to Human Resources Administration.
- Leave administration management and documentation.
- Basic knowledge of neurodiversity principles is a plus, but not required.

Education and Experience

- A Bachelor's degree majoring in Human Resources Management or Business Administration, a Master's Degree is a plus, but not required.
- 5 – 7 years of Human Resources Generalist experience.
- Ongoing Employment Law Compliance.
- 3 – 5 years Benefits Administration including Open Enrollment guidance.
- All components of Microsoft Office Suite 365.

Compensation and Benefits

DHS offers a comprehensive benefit plan that includes employer-paid short and long-term disability coverages; and medical, dental and other benefits coverages with employee premium sharing.

- Paid Time Off (PTO) policy of 20 days per fiscal year, plus one (1) paid personal floating day.
- Annual salary range for this position depends on qualifications and experience.
- Paid holidays.
- Paid Parental Leave - After 12 months of qualifying service in coordination with FMLA.

Please note the **Annual Salary Range** prior to sending a résumé and cover letter to the Human Resources Department at humanresource@detroithistorical.org No phone calls, please.

Candidates must have reliable transportation, possess a valid driver's license and be willing to undergo a criminal background check and provide references (as needed/requested). Please note the **Annual Salary Range** prior to sending a résumé and cover letter to the Human Resources Department at humanresource@detroithistorical.org No phone calls, please.

EEO Statement

The Detroit Historical Society (DHS) is an Equal Opportunity Employer seeking to reach a broad and diverse candidate pool when filling vacant positions. We strongly encourage applications from individuals of diverse backgrounds. We sincerely believe that our organization and its work benefit from the perspectives and talents of a diverse staff. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability or other applicable legally protected characteristics. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.