



Position Posting

Human Resource Generalist

ORGANIZATIONAL OVERVIEW

Founded by local business leaders in 1915, The Minneapolis Foundation (TMF) is one of the nation's largest and most innovative community foundations, managing more than \$700 million in assets through 1,200 + charitable funds. A board of trustees comprised of civic leaders provides direction and oversight. The Foundation helps charitable individuals, families and businesses realize their vision for a better community and world. We offer services that make giving more convenient, tax-smart, and rewarding.

Position Overview

The Human Resource (HR) Generalist provides exemplary internal customer service to all current, future, and former staff of The Minneapolis Foundation (TMF). Primary duties focus on bi-weekly payroll processing, employee benefit administration, record management, recruitment, and employee support. As needed and dependent upon workload, HR Generalist will support other Human Resource functions, programs and initiatives including, but not limited to, employee relations, compensation, performance management, training and development, policies and procedure development, and compliance with state and federal regulations and legislation.

Primary Responsibilities

This position is responsible for:

- Administration of bi-weekly payroll
- Administration of employee benefit programs
- Record management, and
- Supports recruitment and training

Ideal Candidate

We seek a talented, energetic, team-oriented individual who is detail focused, process-minded and has demonstrated skill in payroll and benefit administration. The ideal candidate will have more than ten years of related experience, must be a strong self-motivated problem solver, able to work under deadline and produce consistent, accurate results. The candidate will have knowledge and experience working with HRIS and HDHP's. Must be able to build and maintain strong positive relationships, flexible with time and adjust and adapt to a changing work environment, and use sound judgment and discretion in dealing with highly confidential information. Successful candidate must demonstrate a committed drive to provide exemplary customer service to the staff of The Minneapolis Foundation and the ability to engage all stakeholders in meeting the needs of the business.

To Apply:

Submit cover letter, resume, salary history and references by close of business of business October 7, to:
HR@mplsfoundation.org

Detailed job description is available at <http://www.minneapolisfoundation.org>

The Minneapolis Foundation is an Equal Opportunity Employer