



Human Resources Manager

Administration Department

Direct Supervisor:	Finance Comptroller		
Department:	Human Resources	Job Category:	Category 1
Location:	Richmond, VA	Travel Required:	Local
Level/Salary Range:	\$55,000 – 72,000	Exempt/Non-exempt	Exempt
Contact:	hr@lewisginter.org	Position Type: (FT / PT)	FT
Date posted:		Posting Expires:	

Garden Overview

Mission

Lewis Ginter Botanical Garden's mission is connecting people through plants to improve communities.

Vision

Lewis Ginter Botanical Garden, including the Lewis Ginter Nature Preserve, reveals the unity and integration of human and plant life, celebrates the fundamental significance of the natural world, and enriches communities through horticultural and educational excellence and innovative outreach activities.

Values

Responsibility, Innovation, Integrity, Hospitality and Inspiration

Founded in 1984, Lewis Ginter Botanical Garden is a non-profit garden located in Richmond, Virginia's Lakeside neighborhood. The Garden encompasses 82 acres, four lakes, 5,500 unique taxa of plants within 15 distinct outdoor gardens, 11 major buildings including a conservatory and greenhouse, plus an 80-acre branch site, the Lewis Ginter Nature Reserve. Annually, Lewis Ginter engages over 17,000 students in innovative and exciting education programs. This cadre of identified learners is just a fraction of the more than 400,000 annual visitors to the garden. In recent years, the Garden has been honored with inclusion in several top ten lists for botanical gardens in North America.

Lewis Ginter Botanical Garden is an Equal Opportunity Employer. We do not discriminate on the ground of race, color, religion, sex, age, disability or national origin

**LEWIS
GINTER
BOTANICAL
GARDEN**

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in the hiring, retention, or promotion of employees. We support the diversity and inclusion policy adopted by The American Public Gardens Association: to create an equitable, diverse and inclusive culture where the contributions of all community members are valued, respected and appreciated.

Job Description

As a leader in the Administration Department, the Human Resources Manager will advance the Garden's culture of leadership while providing an employee-oriented atmosphere prioritizing quality performance, professional advancement, diversity, equity and inclusion. The Manager will develop and manage talent recruitment and retention as well as evolve organizational personnel policies for compliance and in alignment with the mission, vision and values. The Manager will administer all employee benefit programs while ensuring integrity and compliance of reports and audits.

Responsibilities

- Talent Recruitment and Retention.
 - Develops and implements organizational strategy for inclusive hiring of diverse staff to ensure we reflect the community we serve.
 - Works collaboratively with garden leadership to anticipate current and future talent needs relevant to strategic and master plans.
 - Leads strategy for succession planning of talent.
- Manages new staff onboarding, orientation to welcome, educate and celebrate new team members.
- Coordinates training and organization-wide learning sessions.
 - Oversees workforce development strategy and supervisor coaching for employee relations ensuring a culture of leadership at all levels.
 - Advises teams on HR best practices, training resources, conflict resolution, supervisory coaching and solution-based problem solving.
 - Provides leadership when sensitive issues arise and gives guidance on delicate circumstances.
- Directs the garden's performance appraisal process including communication, training, goal-setting and merit review based on core values and the strategic plan.

- Administers bi-weekly payroll processing for accuracy, deductions, levies and garnishments, accruals, changes and reporting.
- Leads employee benefit administration programs, review, reporting, and compliance.
 - Acts as a liaison between the Garden and external benefits providers and vendors (health, disability, retirement, etc.).
 - Performs periodic audits of HR files and records internally and with external providers.
- Evaluate, evolve and communicate employee and volunteer handbooks to ensure clear policies and policy awareness.
- Assure State and Federal legal compliances with highest industry standards and meet Federal and State reporting requirements with audits.
- Maintains accurate and current human resource files, records and documentation.
- Stay apprised of current trends in HR field including current legislation and development.
 - Conduct periodic wage and salary review against industry peers.
 - Analyze trends in compensation and benefits and make recommendations for improvement.
 - Ensure the fair and equitable administration of policies.

Additional Duties

- Maintain professional privacy and confidentiality.
- Actively participates in staff training and department meetings.
- Stay current with other regional non-profit HR Managers.
- Weekend, evening and holiday hours as needed.

Skills and Abilities

- Excellent written and verbal communication skills, including public speaking and group facilitation.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Expertise and experience with employment laws and regulations.
- Well-organized and detail-oriented, able to work independently as well as in a team environment.

- Technical proficiency with computers, databases, Microsoft software programs (including Microsoft Excel), HRIS and payroll software.

Employees of Lewis Ginter Botanical Garden

- Must comply with provisions of the current Employee handbook, all published personnel policies and the requirements of their individual job descriptions.
- Must perform all duties in a manner consistent with a public garden serving multigenerational and multicultural individuals, families, and in accordance with directed practices and procedures.
- Must be aware of surroundings and vigilant to threats to the safety of visitors, volunteers, and staff or to security of their property, ensuring that all concerns are reported promptly.
- Must report all incidents immediately and ultimately in writing to supervisor(s) and to the President.
- Must ensure compliance with all applicable federal and state laws and regulations.
- Must perform other duties as assigned by supervisor.

Physical Demands / Working Conditions

- Prolonged periods of sitting at a desk and computer work.
- The position requires familiarity with all public areas of the 82-acre Garden property. *Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.*

Education and Experience

Preferred: SHRM-CP, SHRM-SCP or HRCI certification.

Required: Bachelors degree in Human Resources, Business Administration or related field.

Minimum of five years in human resource management and knowledge of non-profits.