



Human Resources/Operations Manager
Salary \$50,000

Reports to: Director of Business Operations
FLSA Status: Exempt

The museum completed an exciting metamorphosis in May 2022 from the Delaware Museum of Natural History to the *now-named* Delaware Museum of Nature & Science. We are focused on a service-centric culture toward our guests, including team members, and a friendly, cohesive, collegial environment. Bring your brain and creativity to join our team.

Summary:

The Human Resources Manager administers, coordinates, and monitors the Museum's human resource functions for all team members, including full-time, part-time, volunteers, and interns. In addition, this team member assists with Business Operations and helps to maximize the visitor experience.

Essential Functions:

- Plan and manage recruiting, interviewing, hiring, onboarding and terminating team members
- Plan and manage compliance with federal, state, and local regulations pertaining to personnel matters
- Research, obtain and communicate cost-effective employee benefits that entice and retain team members in collaboration with the benefits broker(s), Executive Director, Director of Business Operations, and Board of Trustees' Personnel Committee
- Address, resolve, and monitor team member issues including corrective and disciplinary actions
- Update and maintain the Employee Reference Guide and communicate changes to ensure compliance
- Maintain job descriptions through collaboration with department and division heads
- Develop and assist department and division heads in implementing team member performance plans and reviews
- Maintain personnel files to ensure accuracy and confidentiality
- Plan and implement team-wide meetings, recognition and appreciation events, and professional development
- Manage CPR and first aid certifications for designated team members

Business Operations:

- Act as the primary contact for and manager of the museum's telephone, computer and IT vendors, including maintaining a log of museum-owned electronic devices and computers
- Manage key and FOB systems for functionality, accessibility, and security
- Serve as an interim resource in support of Business Operations on an as-needed basis, including assisting with Museum rentals

Guest Experience:

- Uphold the highest quality of guest experience through equitable, respectful interactions that meet the unique needs of each guest and team member
- Be conversant in the Museum's mission, exhibits, programs and events to enhance the guest experience

Minimum Qualifications:

- Demonstrated ability to be a collegial team member
- Bachelor's degree in Human Resources or business-related field
- Minimum of three years human resources and/or business experience, preferably in a non-profit setting
- SHRM certification a plus
- Knowledge of federal, state, and local employment regulations
- Proven experience maximizing efficiencies within Human Resource/business processes
- Excellent communication skills
- Proficient in Microsoft Office Word, Excel, and PowerPoint

Schedule:

- Monday through Friday, 8:30 a.m. to 4:30 p.m.
- Schedule may vary to accommodate special events and projects
- Accommodations can be made for a hybrid work environment

Benefits

- Competitive benefit package that currently includes 95% of base plan medical insurance premium paid by the Museum (team member only) and 100% Museum paid premium for Life/ADD, Short-term and Long-term disability
- Generous paid time off that includes holidays, vacation and personal days

Qualified candidates are invited to email a cover letter and their resume to mharvey@delmns.org, fax to the attention of Michele Harvey at 302-658-2610, or submit to Delaware Museum of Nature & Science, ATTN: Michele Harvey, P.O. Box 3937, Wilmington, Delaware 19807. Deadline for submission is Sunday August 14, 2022.

The Delaware Museum of Nature & Science is an equal opportunity employer. We are committed to inclusivity and encourage all qualified candidates to apply.