



Position Description

Position Title: Manager of Human Resources and Development Administration
Department: Administration
Reports To: Director of Finance and Operations
Status: 40 hours/week, Exempt
Begins: End of March/Early April

General Function:

This position manages many of the necessary functions for the Administration of the Santa Barbara Rescue Mission (SBRM), including human resources, development, grant writing, volunteer management, and coordination of the Board of Directors. Additionally, this position provides Christian leadership through implementing the vision and values as established by the Board of Directors and the President.

Position Requirements:

- Accept SBRM's Christian Statement of Faith and the organization's mission
- Understand their role in serving SBRM's larger mission and vision
- Strong writing and verbal skills and have the ability to compose and edit all forms of communication
- Possess strong office skills including comprehensive computer familiarity, understanding of office technology, and organization of files and information
- The ability to facilitate an effective and efficient flow of work in a variety of disciplines, demonstrating excellent time management skills, task management and prioritization, and clear record keeping
- Experience with Raiser's Edge or other constituent database software
- Experience managing personnel
- Bachelor's degree or equivalent experience
- Be personable and adaptable in the work environment, capable of interacting with a variety of constituents in variable situations
- Maintain a professional demeanor, especially when interacting with members of the community, and respect confidentiality in a mature, professional manner

Principal Activities:

1. Human Resource Management

- Manage payroll, salary administration, and deductions
- Manage employee benefits, including healthcare and retirement accounts
- Prepare job descriptions, new hire documentation and orientation, and process terminations
- Assist staff and supervisors with performance write-ups, annual reviews, and other job performance evaluations
- Maintain personnel files, ensure all certifications are current, and perform file audits
- Ensure all required human resource functions are in compliance with state and federal employment laws and regulations
- Maintain and evaluate all personnel and organization insurance policies including Worker's Compensation, General Liability Insurance Policies, and health insurance

See next page.

2. Development Administration

- Assist with coordinating campaign activities
- Maintain donor database and be an expert in SBRM's donor and gift processing
- Oversee entry of campaign, pledge, and prospect data into database and prepare necessary reports
- Manage gift processing personnel, ensuring accurate and timely processing of gifts and providing backup gift processing during busy seasons
- Ensure proper procedures are in place to protect donor confidentiality
- Communicate with constituents regarding gifts
- Assist Finance Director with relevant gift and finance situations as they arise
- Provide occasional event and mailing support
- Oversight of New Markets Tax Credit and Federal Home Loan Bank record-keeping

3. Foundation Grant Writing

- Collaborate with the President in writing and submitting grants and funding requests
- Manage the annual foundation grant calendar and ensure grants and reports are submitted on time
- Communicate effectively with foundation personnel about funding requests

4. Board Liaison

- Coordinate and staff Board and committee meetings
- Maintain calendars of work, communicating and coordinating activity as necessary
- Produce meeting packets and minutes
- Ensure motions, minutes, and handouts are recorded and stored properly
- Staff Program & Personnel Committee and Development Committee meetings

5. Office and Personnel Management

- Manage receptionists and their duties
- Assess reception needs including updating procedures and guidelines as needed
- Oversight of tidiness and organization of administrative spaces area

6. Intern Management

- Train and oversee interns correspondence and inquiries about volunteer opportunities and connect them to pertinent program staff
- Work with SBRM staff to identify volunteer needs and recruitment/training of volunteers
- Ensure proper entry and receipting of all In-Kind donations

Effect on the End Result:

This position assures that Santa Barbara Rescue Mission's administrative functions operate within the mission, vision, and policies of SBRM and provides necessary leadership and organization to all administrative areas.

To Apply

Please submit a resume and cover letter to hr@sbrm.org.