



Fighting Hunger. **Feeding Hope.**

## **INTRODUCTION**

People and Culture Manager

**To help support our continued growth, Montgomery County Food Bank is seeking a full-time People and Culture Manager with exceptional judgment, interpersonal skills, and a desire to help MCFB develop and build upon a high-performance culture. This position will provide strategic HR guidance, improve business practices, lead complex projects, and ensure compliance with relevant regulations and policies as well as lead and manage the overall day-to-day HR functions to support the employee life cycle. The candidate must be energetic, a team player, present excellent customer service and perform in a fast-paced environment. Interested candidates can send their resume along with a letter of interest to Administrative Manager, Cobie Chavers, [cchavers@mcfoodbank.org](mailto:cchavers@mcfoodbank.org)**



## People and Culture Manager Job Description

**POSITION:** People and Culture Manager  
**DEPARTMENT:** Administration  
**REPORTS TO:** Chief Executive Officer  
**HOURS:** 8:00 am – 5:00 pm, Monday-Friday, evenings and weekends as needed

**Salary Range: \$60,000 - \$75,000**

**POSITION SUMMARY:** The People and Culture Manager is primarily responsible for partnering with the food bank to design, develop and implement strategies that will attract, engage, and develop employees and build upon a high-performance culture. This position will provide strategic HR advice, improve business practices, lead complex projects and ensure compliance with relevant regulations and policies. This position also leads and manages the overall day-to-day operations of the human resources function to support the employee lifecycle. The position also has a key role as ambassador for organizational culture and values, ensuring they are visible, embraced and upheld.

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

#### General

- Promotes high professional standards, positive interpersonal relations, and a problem-solving approach in all situations
- Develops, executes, and sustains change management initiatives that align with MCFB and CEO objectives and strategies
- Maintains and builds positive associate morale, improve workplace relationships, and boost productivity and retention
- Assess and anticipate human resources-related needs
- Handle confidential information in a variety of situations and levels
- Executes and sustains change management initiatives that align with the organizational priorities while maintaining culture
- Identify training needs and create or procure a professional development curriculum
- Conduct regular culture check-ins with each department
- Analyze data trends and metrics to inform business decisions
- Mediate and resolve employee relations issues; conduct thorough and objective investigations when necessary
- Support department leaders and team with employee relations and human resource processes
- Lead FMLA, STD and ADA cases in compliance with state and federal regulations as well as MCFB's processes, policies and procedures as allowed by our benefits' plans
- Serve as the secondary contact for workers' compensation claims
- Support and respond to all TWC and EEOC inquiries

- Lead wellness committee, programs and initiatives to enhance the employee experience
- Perform other duties and projects as assigned by CEO

**Compensation and Benefits**

- Responsible for administration of compensation, payroll and benefits for entire organization
- Primary liaison between PEO and MCFB
- Participate in annual evaluation of all benefits vendors/contractors

**Special Knowledge/Skills/Abilities:**

- Strong interpersonal and collaboration skills across all employee populations
- Professional, dependable, proactive, with effective verbal and written communication skills
- Exercises discretion and maintains a high level of confidentiality
- Effectively manage multiple priorities; requires strong organizational skills
- Capable of making timely, objective, sound decisions
- Attention to detail, accuracy with numbers is a must
- Must be energetic, a team player, possess excellent customer service and perform in a fast-paced environment
- Ability to exercise sound judgement and objective decision-making
- Commanding knowledge of employment and payroll laws related to state and federal regulations
- Advanced proficiency with MS Office applications and payroll systems

**QUALIFICATIONS PREFERRED:**

**Education/Certifications:**

- Bachelor’s degree in Human Resources or a related field
- Human Resources certification strongly preferred

**Experience:**

- Five or more years of experience in human resources or related operations experience
- Three years of compensation, payroll, and administrating benefits

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Full-time position
- Duties are performed indoors, in an office environment.
- Interaction is required with other personnel, clients and other external parties.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most functions are performed while seating at a desk or standing up
- Individual may work extended hours; sit/stand/walk for extended periods
- Occasionally individual may be required to lift up to 50 lbs. of weight (i.e. document files, copy paper, food boxes etc.)

**DISCLAIMER:**

Montgomery County Food Bank is an Equal Opportunity Employer and employment “at will” organization. This job description does not imply or constitute an offer of employment.