Human Resources Generalist/Recruiter

Purpose & Objectives

The Human Resources Generalist/Recruiter is responsible for partnering with the Vice President, Human Resources and Organizational Learning to complete a variety of tasks that support the daily operations of the HR department, focusing on developing and implementing effective recruiting and staffing strategies that attract a diverse pool of qualified and capable talent. This position also oversees an onboarding process that allows new employees to become effective and mission-driven employees of the Greater Milwaukee Foundation.

Essential Duties & Responsibilities

- Implements creative recruitment strategies and selection procedures that generate a diverse candidate pool, resulting in hiring and building a high quality and diverse workforce.
- Advertises open positions using sources that have been identified as effective and networks with industry contacts, candidates from under-represented groups and internal staff to find qualified candidates, using both traditional and non-traditional networking methods.
- Consults with hiring managers throughout the recruitment cycle to support the process including screening resumes, scheduling interviews, creating questions, etc. to assist in evaluating candidates objectively.
- Grows and fosters relationships to develop a pool of qualified active and passive talent to pull from as new positions become available.

Job Specifications

Education & Experience

- Bachelor’s degree in human resources or related field required; PHR or SPHR certification or higher a plus.
- Three (3) or more years of recruitment experience for both entry-level and management positions required. Previous experience working in the nonprofit industry preferred.

Salary Range: $58,000 - $69,600

Benefits: We offer an excellent benefit package, which includes health, dental, vision, flexible spending, life insurance, 403(b) retirement plan, paid time off (PTO), educational assistance and more!

Application Instructions: Please send resume, cover letter and salary requirements to: fay.joseph@mranet.org

The Greater Milwaukee Foundation is an equal opportunity employer and encourages people of diverse backgrounds to apply. We celebrate diversity and are committed to creating an inclusive environment for all employees.