



POSITION: Human Resources Generalist
STATUS: Full-time, regular / exempt
SALARY RANGE: \$55,000-\$70,000
LOCATION: South Carolina (Columbia or Charleston preferred)

ABOUT SOUTH CAROLINA COMMUNITY LOAN FUND

South Carolina Community Loan Fund (SCCLF) is a statewide, nonprofit Community Development Financial Institution (CDFI) with the mission to advance equitable access to capital to build assets and benefit communities and people most in need of economic opportunity. We provide loans and technical assistance to nonprofits, for profits, and government entities to support the development of affordable housing, healthy food enterprises, community facilities, and small businesses. Acknowledging that the need for our work is rooted in generations of injustice and disinvestment, we focus on serving people of color, women, low-income individuals, and those in rural communities. SCCLF is a dynamic organization with a small but growing team working across offices in Charleston, Columbia, and Spartanburg. We loan and revolve capital to continually expand and sustain our mission, and currently operate with an annual operating budget of \$3M. Since 2004, we have provided 389 loans totaling \$74.3 million in financing. For more information about our programs and services visit sccommunityloanfund.org.

POSITION SUMMARY

The Human Resources (HR) Generalist will be responsible for handling employee relations, ensuring compliance with organizational policies and procedures, assessing staffing needs, managing the hiring process, designing training programs, and developing compensation plans. The HR Generalist also plays a significant role in staff engagement, diversity equity and inclusion efforts, and fostering a positive work environment. The HR Generalist reports to the President.

KEY RESPONSIBILITIES

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants. Collaborates with departmental managers to understand skills and competencies required for openings.
- Supports the development and implementation of a comprehensive performance management process, ensuring performance evaluations are conducted in accordance with policy and in a timely manner, and facilitates the annual talent review process.
- Champions the onboarding process, ensuring the process and materials are up to date and of high quality, and providing clarity and connection for employees.
- Leads the design of staff engagement tools and surveys including the annual staff engagement survey, onboarding surveys, etc., and works with the leadership team to analyze feedback and implement resulting action plans.



- Analyzes trends in compensation and benefits. Researches and proposes competitive base and incentive pay programs and innovative benefits to ensure the organization attracts and retains top talent.
- Coordinates learning and development programs that provide internal and external development opportunities for employees including job specific trainings and management trainings. Works with leadership team to organize team building initiatives.
- Provides support and guidance to management and staff when complex, specialized, and sensitive questions and issues arise. Oversees employee disciplinary meetings, terminations, and investigations.
- Evaluate and refine organizational HR policies, procedures, and systems, and ensure adherence to policies and processes across the organization.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

KEY SKILLS & REQUIREMENTS

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- A minimum of three to five years of human resources experience required.
- SHRM-CP or SHRM-SCP preferred.
- Thorough knowledge of employment-related laws and regulations.
- Experience with Diversity, Equity, and Inclusion initiatives.
- Excellent verbal and written communication skills, including in interpersonal communications, negotiation, and conflict resolution.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficiency with Word, Excel, and PowerPoint, and comfortable learning new technology platforms.

BENEFITS INCLUDE

- Medical, dental, and long-term disability insurance
- 403B account with 3% employer match after six months
- Unlimited PTO, 14 paid holidays, and a weeklong winter holiday
- Flex schedule and hybrid work options
- Professional development stipend
- Mileage reimbursement for out-of-town travel
- Cell phone stipend

TO APPLY

To apply, please send your resume and cover letter via email to hr@sccommunityloanfund.org with the subject line "HR Generalist." **Application Deadline:** March 30, 2022 at 5pm EST.