



THE COMPANY

Illinois Holocaust Museum & Education Center (IHMEC) honors Survivors and victims of the Holocaust by teaching universal lessons that combat hatred, prejudice, and indifference. The Museum activates this mission through world-class exhibitions, public programming, and educational initiatives to equip audiences with knowledge, skills, and courage to take a stand for humanity. Today, IHMEC is the third largest Holocaust museum in the world and second largest in the country, impacting hundreds of thousands of students, teachers, law enforcement and community members annually. As a world leader in connecting the history and lessons of the Holocaust, we inspire visitors to become Upstanders, who speak out for what’s right – turning powerful lessons of history into positive actions today.

Revenues are derived from major special events, corporate and individual giving, visitor receipts, gift shop revenues, and major grant fundraising – foundation, family, and government.

THE POSITION

Position Title: Manager of Human Resources
Location: Skokie, IL
Reports To: CEO

Reporting to the CEO, the Manager of Human Resources (“MHR”) is responsible for carrying out the daily activities of Human Resources, including oversight of recruitment, benefits, compensation, compliance and talent development. Additionally, the position focuses on delivering HR services that meet or exceed the needs of employees to enable business success, as well as ensuring compliance with all applicable laws, regulations and operating procedures.

SPECIFIC RESPONSIBILITIES

The Manager of Human Resources will:

- Provide strategic and operational HR guidance.
- In partnership with the Senior Leadership Team (SLT), identify and address organizational HR needs, including through assessment, development and training, team development, coaching and ongoing communication.
- Promote a positive culture, including through employee engagement, morale-building, and promotion of DEIA values.
- Support the implementation of the Museum’s accessibility audit, with an eye towards revamping systems and spaces to be as accessible as possible.
- Partner with SLT to attract, recruit, develop and retain diverse talent in the organization.
- Conduct regular evaluation of HR-related KPIs, prepare reports for the CEO and drive performance toward KPIs.
- Handle employee questions, interpret and administer HR policies, rules and regulations and help resolve work-related problems.
- Identify coaching needs and facilitate professional development and disciplinary conversations in collaboration with employee’s direct manager.
- When needed, develop disciplinary action plans, in line with best practices and supported by appropriate documentation.
- Communicate performance expectations in accordance with job descriptions for each position. Develop and guide annual performance setting and review processes.
- Manage technology-driven HR systems provided by a third-party vendor (i.e., PEO).
- Foster a learning environment, supported by learning and development programs.

Benefits Administration

- Work with organizational leadership to cultivate and organize a competitive benefits package (Medical/Wellness/Life-Disability/403b).
- Communicate benefit offerings, changes, and enrollment periods to all staff in an effective manner.



- Be the primary point of contact for all staff questions regarding benefit plans, coverage, etc.
- Maintain benefit plans, changes, and enrollment in HRIS system.
- Manage disability and workers compensation claims and correspondence and facilitate all return-to-work requirements.

Recruitment and Hiring

- Assist in the interviewing and hiring of employees with the appropriate skills, as needed.
- Oversee/monitor candidate identification and selection process.
- Provide subject matter expertise to managers regarding selection procedures.
- Develop and oversee employee onboarding.

Manage Legal and Compliance Practices

- Administer Family and Medical Leave Act (FMLA) compliance by reviewing FMLA documentation and advise managers and supervisors regarding FMLA policies and procedures.
- Research, prepare and coordinate revisions to existing policies and procedures or implementation of new HR policies.
- Ensure employee files contain required employment paperwork, proper performance management and compensation documentation, are properly maintained and secured for the required length of time.
- Ensure compliance with procedure for accessing, reviewing, and auditing employee files and ensure legal compliance.
- Communicate and ensure compliance with Museum policies.

Other

- Liaise with the HR Committee of the Board of Directors.
- Successfully perform other responsibilities assigned by the CEO.

THE PERSON

Education | Experience

- Degree in Human Resources, Business Administration, or related field.
- 5+ years of experience in human resources with broad general HR responsibility, ideally with some experience being in nonprofit environment.

Highly desirable

- Professional HR certification (PHR, SPHR, SHRM-CP, or SHRM-SCP).
- Practical experience with administering performance management systems.
- Practical experience with HR-related research for internal investigations.
- Practical experience with managing the formal, progressive disciplinary process.

Knowledge | Skills | Abilities

- Knowledge of principles and procedures for personnel, training, compensation and benefits, employee relations, and personnel information systems.
- Knowledge of HR-related laws, government regulations, agency rules, and policies.
- Knowledge of the Family and Medical Leave Act (FMLA).
- Knowledge of the Americans With Disabilities Act (ADA).
- Knowledge of counseling and negotiation, practices, and techniques.
- Ability to analyze facts, maintain records, prepare reports, and exercise sound judgment.



- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to manage multiple projects simultaneously.

Physical Requirements

May need to climb up and down stairs; to bend, stoop, and lift or move materials and retrieve files; to pull/push, lift, and carry up to 25 pounds; spend considerable time on feet; and to reach both above and below shoulder height.

Committed to Diversity

Illinois Holocaust Museum & Education Center is an equal opportunity employer and is committed to creating an inclusive environment for all employees. People of color, women, LGBTQ+ people, and people with disabilities are strongly encouraged to apply.

Learn More

Visit our website, engage in virtual experiences, and learn more at ilholocaustmuseum.org.

To Apply

Interested applicants should email a cover letter and resume to jobs@ilhmec.org and include “Manager of Human Resources” in Subject Line.