



Senior Manager, Human Resources and Office Management

About Prevent Cancer Foundation

We dare to imagine a world where no one dies of cancer. Join us and help make this a reality.

The Prevent Cancer Foundation® is the only U.S. nonprofit organization focused solely on saving lives across all populations through cancer prevention and early detection. Through research, education, outreach and advocacy, we have helped countless people avoid a cancer diagnosis or detect their cancer early enough to be successfully treated.

The Foundation is rising to meet the challenge of reducing cancer deaths by 40% by 2035. To achieve this, we are committed to investing \$20 million for innovative technologies to detect cancer early and advance multi-cancer screening, \$10 million to expand cancer screening and vaccination access to medically underserved communities, and \$10 million to educate the public about screening and vaccination options.

Position Summary

Reporting to the Managing Director, Finance and Operations, the Senior Manager, Human Resources and Office Management is responsible for overseeing the Human Resources and administrative needs of the Foundation including payroll and benefits administration, and employee relations functions for a staff of 27. This person will serve as a liaison with operational vendors including building/landlord, facilities and equipment vendors, and support office administration functions. The Senior Manager works closely with the Managing Director, Finance and Operations and the CEO to ensure organizational and staff objectives are met. This position is based in Alexandria, VA with the option for remote work one day per week.

Position Duties and Responsibilities

Managing Foundation Human Resources Functions

- Maintains and processes Foundation payroll using ADP Workforce. This includes tracking and administering salaries, benefits, leave requests, payroll reports, proper recording and filing.
- Records payroll and 401(k) entries in the Financial Edge accounting system.
- Manages employee relations budget.
- Manages Fidelity 401(k) distributions, reporting and loan approvals, including timely payment and appropriate authorizations.
- Manages relationships with benefits brokers, directs and provides information of coverage, manages enrollment, new hires and termination of coverage. Supports plan evaluations and updates and communicates changes to staff.
- Acts as the HR point of contact for the Foundation.

- Manages full employee life cycle including recruitment, onboarding, orientation, performance management, and termination processes.
- Evaluates and provides updates to the employee policy manual. Ensures that each staff member reviews the manual annually and that new staff are thoroughly briefed on its contents.
- Works to ensure the Foundation's compliance with State and Federal laws and mandates.
- Engages with staff to plan team building activities, celebrations, staff trainings, and educational opportunities.
- Provides employee relations support, including relationship management, performance management, conflict resolution and grievance procedures.

Coordinate Office Operational Functions

- Assists in preparation of Committee and staff meetings as needed.
- Supports facility needs with property management company, parking, offsite storage and maintenance, office equipment, IT, and internet/telephone vendors.
- Supports office supply needs.
- Performs other duties as assigned.

Candidate Qualifications

- Bachelor's degree is desired.
- HR Certification is desired.
- Four to five years of experience in office administration, payroll processing, benefit administration and human resources.
- Experience managing HRIS, especially ADP Workforce is a plus.
- Effective communication: Can clearly articulate information, goals and feedback to staff at all levels, both orally and in writing.
- Competent interpersonal skills: Ability to build trusting, respectful relationships. Understands that healthy employees and relationships are key to a successful organization. This role serves as an advocate and advisor for both staff and organizational health.
- Team building: Enthusiasm to foster a workplace culture that values healthy feedback and fosters a safe and inclusive environment. Seeks out opportunities to provide team building and staff retention and engagement activities.
- Emotional Intelligence: Can manage sensitive and confidential matters with discretion. Works collaboratively with all levels of employees.
- Strategic thinking: Can create and implement strategies for employee training, growth, and leadership development. Monitors HR trends and can develop strategies that align with the Foundation's goals and mission.
- Efficiency: Ability to meet assigned deadlines. Highly detail oriented and organized in work and record keeping. Can make timely and informed decisions.
- Needs to be a positive, motivated, and committed team player.

Salary: \$70,000 - \$80,000

POLICY ON PLACEMENT AND RECRUITING

The Batten Group and Prevent Cancer Foundation are equal-opportunity employers committed to the principles of non-discrimination in the workplace. Candidates will not be discriminated against on the basis of race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, state, or local law.