



Job Description

Position Title: Senior Human Resources Generalist	Date: August 2025
FLSA Status: Salary, Exempt	Reports To: Chief Executive Officer

The STARability Foundation Supports people with disabilities by providing life-transforming opportunities that emphasize Teamwork and connection to the community to build Awareness and Respect for individual abilities. STARability serves individuals with intellectual and developmental challenges in Southwest Florida, where we provide lifetime support and opportunities. STARability opens up a calendar of engaging activities with innovative and creative programs focusing on continuing education, teamwork, and community involvement.

POSITION SUMMARY:

The Senior Human Resources Generalist coordinates and supports all aspects of the employee lifecycle to ensure a supportive, compliant, and high-performing workplace. This role is responsible for implementing and maintaining HR policies, programs, and systems and provide HR expertise to help implement programs and maintain a positive, inclusive work environment. The Senior HR Generalist will collaborate with leadership to support HR initiatives, ensuring STARability attracts, develops, and retains talent while supporting employee engagement, productivity, and organizational growth. This position is ideal for an HR professional ready to step into more leadership and help shape the HR function within a dynamic nonprofit poised for continued expansion and impact in the community.

COMPETENCIES:

Competency refers to specific skills, knowledge, and behaviors crucial for effective task performance. It is associated with job roles, extending beyond basic qualifications to include technical expertise, interpersonal skills, and problem-solving abilities. Core competencies, such as communication, teamwork, and problem-solving, are essential for success across various organizational roles.

- Leadership
- Management Effectiveness
- Strategic Planning
- Resource Management
- Organizational Relations
- Delegation
- Public Relations
- Decision Making/Judgement

ESSENTIAL JOB FUNCTIONS:

- Uphold STARability's Core Values of Support, Teamwork, Awareness, and Respect.
- Coordinates and supports various aspects of the employee lifecycle, including recruiting, interviewing, hiring, and onboarding, ensuring each step meets organizational standards and legal requirements.
- Maintain accurate, up-to-date job descriptions that comply with all applicable local, state, and federal regulations.
- Develop and deliver training programs and performance management tools to ensure employees understand their responsibilities and receive constructive feedback.
- Assists with compensation research and supports the performance and salary review process.
- Supports the investigation of employee relations concerns and assists in ensuring policy compliance.
- Ensure the organization remains in full compliance with labor laws, employment regulations, and internal policies, safeguarding against legal and reputational risk.
- Maintain accurate HR records, systems, organizational charts, and employee directories to support operational integrity and compliance.
- Partner with leadership to align HR initiatives with organizational goals, balancing employee engagement with risk mitigation strategies.
- Analyze workforce, compensation, and benefits trends to inform decision-making, strengthen retention, and anticipate future needs.

- Contributes to the development of engagement and retention initiatives in collaboration with leadership.
- Provide guidance, coaching, and support to managers and employees on HR policies, procedures, and best practices.
- Participate in staff meetings, committees, and cross-functional projects, contributing HR expertise to organizational planning and decision-making.
- Perform additional duties, including attending STARability social events and fundraising events.

PHYSICAL DEMANDS:

- Stand or sit periodically for long periods.
- May occasionally lift at least 50 pounds unassisted.

REQUIRED EDUCATION AND EXPERIENCE:

- A bachelor's degree in human resources, business management, or a related field is required. Candidates should have at least 3-5+ years of professional HR experience, with at least three years at the HR specialist level or equivalent, required.
- In-depth knowledge of HR principles and best practices, required.
- Proficiency in payroll administration for salaried employees and processing expense reimbursements, required.
- Strong knowledge of employment laws, regulations, and HR best practices required.
- Excellent communication and interpersonal skills to demonstrate effective presentation, verbal, and written skills, with the ability to give and receive feedback, build trust, and interact effectively with employees at all levels of the organization and with organizational partners.
- Proven ability to maintain confidentiality and manage sensitive information with discretion is required.
- Demonstrated experience developing and delivering training to managers and supervisors to enhance leadership skills, desired.
- A strong understanding of change management principles with experience leading organizational change initiatives is desired.
- Excellent time management, organizational skills, and ability to prioritize workload.
- Proficiency in Word, Excel, and database systems. Familiarity with Professional Employment Organizations (PEOs) and HRIS (human resource information system) software is desired.
- Competency in virtual platforms like Zoom and willingness to learn new technology for educational instruction.
- Valid state driver's license with motor vehicle proficiency and ability to comply with legal driving requirements.
- Employment offer contingent on background checks, abuse registry, and reference checks.

ADDITIONAL INFORMATION:

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.