



SAN ANTONIO AREA FOUNDATION JOB DESCRIPTION

DEPARTMENT Operations	TITLE: HR Generalist	REPORTS TO: Director, People & Culture
DATE REVISED: August 2026	POSITION GRADE: 4	EXEMPT or NON-EXEMPT: Exempt
DATE EFFECTIVE August 2026	COMPENSATION: \$75,000	EMPLOYMENT TYPE: Full-time

THE AREA FOUNDATION

The Area Foundation serves as the community's most trusted and impactful philanthropic partner, managing more than 500 charitable funds totaling \$1.3 billion in assets. Coordinating efforts with numerous area nonprofits, the Area Foundation serves as a collaborative leader, connecting donors to address key community issues and investing in our future. Since 1964, over \$900 million for scholarships and grants have been awarded to close opportunity gaps for those who need it most in San Antonio. Learn more about your community foundation at saafdn.org.

Our core values are Excellence, Passion, Integrity, and Community.

SUMMARY OF RESPONSIBILITIES

The Human Resources Generalist provides day-to-day operational support across the full employee lifecycle and serves as a trusted first point of contact for staff on human resources matters. Reporting to the Director of People and Culture, this role executes the recruitment, onboarding, benefits, payroll support, records, compliance, engagement, and learning activities that bring the Foundation's people strategy to life. The Generalist balances accuracy and confidentiality in HR administration with a service-oriented approach that reinforces the Foundation's EPIC values and supports a connected, high-performing culture.

KEY RESPONSIBILITIES

Talent Acquisition & Onboarding

- Coordinate full-cycle recruitment activities including job postings, sourcing support, applicant screening, interview scheduling, reference and background checks, and offer logistics.
- Maintain the applicant tracking system with accurate, current data and ensure recruitment records meet applicable regulatory requirements.
- Create a positive candidate experience through timely, thoughtful, and accurate communication at every stage of the hiring process.
- Execute new hire onboarding, including pre-boarding communication, first-week schedules, orientation sessions, systems access requests, and 30/60/90-day check-ins.
- Coordinate offboarding logistics, including exit interview scheduling, final documentation, and return of Foundation property.



Confirmed in Compliance with National Standards for U.S. Community Foundations



Benefits, Payroll & HR Administration

- Serve as the internal liaison between staff and the PEO for routine benefits, payroll, leave, enrollment, and policy questions, escalating sensitive or complex matters as appropriate.
- Provide accurate employee data, status changes, and timekeeping information to support PEO-managed payroll processes.
- Track employee leave and coordinate related documentation in partnership with the PEO and the Director of People and Culture.
- Maintain accurate, complete, and confidential employee records and personnel files, including I-9 documentation and required retention practices.

Compliance & Records

- Support compliance with federal, state, and local employment laws and regulations, including required postings, notices, and reporting.
- Assist with annual job description review cycles, classification documentation, and maintenance of the job description library.
- Maintain and update HR standard operating procedures, forms, and templates.
- Prepare routine HR reports and metrics, including headcount, turnover, time-to-fill, compliance tracking, and other workforce data for the Director and leadership.

Employee Relations & Performance Support

- Serve as an approachable first point of contact for employee relations and performance-related questions, routing matters appropriately and maintaining discretion with sensitive information.
- Support the performance management cycle, including goal-setting and evaluation timelines, reminders, documentation, and system administration.
- Assist the Director with documentation and coordination related to employee relations matters, performance improvement plans, and investigations.

Engagement, Learning & Culture

- Coordinate employee engagement, wellness, and recognition activities in partnership with the culture committee.
- Coordinate training and professional development logistics, maintain the professional development log, support completion tracking, and monitor utilization against budget.
- Manage the HR helpdesk ticketing system, resolving routine requests and summarizing trends for the Director.

Systems, Data & Collaboration

- Maintain data accuracy and integrity within HRIS and related people systems; support system testing and process improvements.
- Support cross-departmental collaboration by maintaining accurate HR-related project information in Monday.com and contributing timely updates through the Collaborative Business Planning process.



Confirmed in Compliance with National Standards for U.S. Community Foundations



- Other duties as assigned.

QUALIFICATIONS

Education & Experience

- Bachelor's degree in Human Resources, Business Administration, or a related field preferred; equivalent combination of education and directly related experience considered.
- Minimum of three (3) years of progressive human resources experience with exposure to multiple HR functions (recruitment, benefits, payroll support, compliance, employee relations).
- Proficiency in Microsoft 365 (Word, Excel, Outlook, Teams); experience with an HRIS and applicant tracking system required.

Knowledge, Skills, & Abilities

- Ability to learn and apply HR technologies, systems, and process improvements that support accurate data, efficient workflows, and the Foundation's mission.
- Ability to collaborate effectively across departments, communicate project updates clearly, and support shared accountability in a small-team environment.
- Ability to organize, prioritize, and manage multiple deadlines in a small-team environment.

CORE COMPETENCIES

- Must adhere to the Foundation's core values of Excellence, Passion, Integrity, and Community.
- High degree of confidentiality and sound judgment in handling sensitive information and materials.
- Excellent attention to detail, accuracy, and follow-through in recordkeeping and administrative processes.
- Strong written and verbal communication and interpersonal skills; service-oriented approach to supporting staff.
- Critical thinking and practical problem solving; knows when to resolve independently and when to escalate.
- Demonstrated ability to interact, communicate, and collaborate effectively on multidisciplinary teams and with people from cultural backgrounds other than your own.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Hybrid office environment with work flexibility as determined by organizational policy.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The San Antonio Area Foundation is an Equal Opportunity Employer.

To submit your resume, please contact Lauren Costley at lcostley@deaconrecruiting.com or (210) 807-5627.



Confirmed in Compliance with National Standards for U.S. Community Foundations