JOB POSTING ANNOUNCEMENT

Title: Human Resources Manager
Position Class: Manager
FLSA Status: Regular Full-Time Exempt
Salary Range: $75,000-$85,000 commensurate with experience
Benefits: Comprehensive benefits package (paid time off, 403b retirement plan, health, dental and vision insurance)
Office Location: Brighton, CO with monthly visits to Fort Collins, CO office
Work Arrangement: This position is expected to work primarily onsite during the initial training and onboarding period. Following successful completion of training, a hybrid work arrangement may be available based on organizational needs, job responsibilities, and supervisor approval not to exceed 2 days per week remote.
Reports to: Chief Administrative Officer
Direct Reports: None
State Date: November 2026

Purpose: The Human Resources Manager manages the day-to-day human resources functions for Bird Conservancy of the Rockies and supports a consistent, welcoming, and compliant employee and volunteer experience. This position coordinates recruitment, hiring, onboarding, benefits administration, employee records, training, routine employee relations, volunteer administration, and offboarding in partnership with supervisors, the Chief Administrative Officer, and Bird Conservancy's Professional Employer Organization (PEO).

Essential Job Duties and Responsibilities:

- Manage recruitment and hiring administration for regular, seasonal, temporary, and other employees, including job descriptions, postings, applicant coordination, reference and background checks, offer letters, and required pre-employment documentation.
- Coordinate employee onboarding and offboarding in partnership with supervisors, the PEO, Accounting, and IT, including orientation, required forms and training, access and equipment, organizational materials, and separation procedures.
- Serve as the primary day-to-day HR and PEO liaison for routine employee administration, benefits enrollment and open enrollment, employee changes, personnel records, required notices, and general HR questions.
- Administer performance review processes and support supervisors with routine performance documentation, corrective action, employee-to-employee conflict resolution, and other workplace matters.
- Coordinate employee and volunteer screening, onboarding, required training, certifications, acknowledgments, and recordkeeping, including additional requirements for individuals working with children, vehicles, facilities, or other higher-risk activities.
- Support organizational HR administration and compliance, including compensation benchmarking, job classifications, policies and procedures, employment postings, exit interviews and trend reporting.

Other Duties:

- Support organizational culture and employee engagement activities as assigned.
- Identify opportunities to improve and streamline HR, onboarding, volunteer, and employee administration processes.
- Other duties as assigned.

Knowledge, Skills and Experience required (unless otherwise noted):

- Bachelor's degree in human resources, business administration, organizational development, or related field preferred; equivalent combination of education and relevant experience will be considered.

- At least three to five years of progressively responsible human resources experience required with hands-on responsibility for multiple HR functions.
- Experience with recruitment, job postings, offer letters, background checks, onboarding, employee records, and offboarding processes.
- Working knowledge of federal and state employment laws and human resources best practices.
- Experience working with a Professional Employer Organization (PEO) or outsourced HR/payroll partner preferred.
- Experience supporting seasonal employees, volunteers, or a multi-state workforce preferred.
- Ability to handle confidential and sensitive information with sound judgment and discretion.
- Strong written and verbal communication skills and the ability to work effectively with employees, supervisors, volunteers, and leadership across the organization.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities and deadlines.
- Ability to approach employee concerns with professionalism, neutrality, and good judgment and to recognize when matters require escalation.
- Proficient in Microsoft Office programs and comfortable learning HR and administrative systems.
- SHRM-CP, PHR, or similar HR certification preferred but not required.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting within a nature-based environment and includes considerable sitting, standing, computer use, and use of standard office equipment.
- The Brighton facility includes work areas located on multiple levels that are accessed by a flight of stairs; the building does not have an elevator.
- The work environment may include occasional exposure to outdoor conditions, uneven surfaces, wildlife, insects, dust, and other conditions typical of a natural area.
- Frequent reaching and repetitive hand and arm movements are required for use of a computer, keyboard, mouse, telephone, and other office equipment.
- May occasionally lift, carry, or move office materials and supplies weighing up to 30 pounds.
- Occasional travel to other Bird Conservancy locations, meetings, trainings, or events may be required.

Material and Equipment Directly Used:

- Standard office equipment (e.g. laptop, printers); PC with MS Office software applications and human resources systems.

Equal Opportunity Employer:

Bird Conservancy of the Rockies aims to avoid partiality in hiring. As such, we ask that you please avoid the use of photos when submitting a resume and/or an application for employment. You will receive an email acknowledgment when you have successfully applied. Your completed application will be forwarded to the hiring manager. You will be notified if you are selected for further testing or interviews. **Employment may be contingent upon a post-offer background check.**

As an organization we are most interested in finding the best candidate for the job from varied backgrounds and with attention to lived experience. Bird Conservancy of the Rockies will consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. Bird Conservancy of the Rockies is an Equal Opportunity Employer. Applicants are considered for positions for which they have applied without regard to gender identity, race, color, religion, creed, national origin, ancestry, age, marital status, disability, sexual orientation, genetic information, pregnancy or other characteristics protected by law. For the purpose of Bird Conservancy's policy, "sexual orientation" means a person's actual or perceived orientation toward heterosexuality, homosexuality, bisexuality. Bird

Conservancy of the Rockies will make special communication arrangements for persons with disabilities. Please call (303) 659-4348 for assistance.

To Apply:

Please submit a one-page cover letter and resume in ONE document to applicants@birdconservancy.org with “Human Resources Manager” in the subject line. Applications will be accepted and reviewed until November 10, 2026.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. The employee will be required to follow any other instructions and to perform any other duties requested by their supervisor. Nothing in this job description shall create or is intended to create, or shall be construed to constitute a contract of employment, express or implied. Employees are held accountable for all duties of this job.