



Manager - Human Resources

Atlanta Track Club is a nonprofit committed to creating an active and healthy Atlanta. Through running and walking, Atlanta Track Club motivates, inspires and engages the community to enjoy a healthier lifestyle. With more than 30,000 members, Atlanta Track Club is the second largest running organization in the United States. In addition to the Atlanta Journal-Constitution Peachtree Road Race – the largest 10K running event in the world, the Publix Atlanta Marathon, the PNC Atlanta 10 Miler and Invesco QQQ Thanksgiving Day Half Marathon, Atlanta Track Club directs more than 40 events/programs annually. Through the support of its members and volunteers, Atlanta Track Club also maintains a number of community initiatives including organizing and promoting its Kilometer Kids youth running program to metro Atlanta youth.

Reporting to the CFO and in the Finance and HR Department, the Manager – Human Resources will lead and direct the routine human resources (HR) functions including hiring and interviewing staff, administering benefits, and updating and enforcing the organization’s best practices and HR policies. The Manager – Human Resources will be a new role at the Atlanta Track Club, but one that is critical to the Club’s growth. This position will also play a key role in shaping the current and future culture of the Club. The key functions for this job are as follows:

Responsibilities Include:

- Collaborate with the Club’s leadership team to understand and execute the organization’s human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Enhance the organization’s human resource function by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Provide support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manage the talent acquisition process including the recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles.
- Establish relationships with colleges and universities to build a pipeline of student intern candidates.
- Ensure the Club’s Diversity, Equity & Inclusion initiatives are properly incorporated into all human resource related functions.
- Analyze trends in compensation and benefits to ensure the organization attracts and retains top talent.
- Implement employee benefits programs including studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; and designing and conducting educational programs on benefit programs.
- Create learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversee employee disciplinary meetings, terminations, and investigations.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Oversee the Club’s annual performance review process and update process as necessary.

Minimum Job Qualifications:

- A minimum of three (3) years of human resource management experience required.
- Bachelor degree in Human Resources, Business Administration, or related field required.
- Understanding of HRIS and talent management systems.
- Thorough knowledge of state and federal employment-related laws and regulations.
- Communication skills, written and verbal, that show awareness of target audience.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Proven organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficiency in Microsoft Office Suite.

Interested candidates should email resume and salary requirements to careers@atlantatrackclub.org. No phone calls, please.