The Arc
Loudoun

Physical Address:
18665 Conference Center Drive, Leesburg, VA 20176

Mailing Address:
25 Catoctin Circle SE, #1276, Leesburg, VA 20177

T 703-777-1939
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Job Description

Are you a supportive and encouraging, hands-on Human Resources Professional who takes great pride in your expertise and integrity? Are you a relationship builder who is detail-oriented, responsive, and reliable? If you have a passion for people and are excited about the opportunity to contribute to a dynamic human service organization, this Human Resources Manager role may be the job for you!

The Human Resources Manager plans, leads, directs, develops, and coordinates the policies, activities, training, and overall operations of the organization's People and Culture / Human Capital approach with a focus on building a positive, people-centric environment, ensuring legal compliance, and enabling optimal implementation of The Arc of Loudoun's talent strategy.

At The Arc of Loudoun, we strive to bring about a just, equitable world for people with disabilities. We work to provide a lifetime of opportunities for people with disabilities while advocating for, educating, serving, and supporting those individuals and their families. We are deeply dedicated to being a community of excellence and equity that contributes to the enrichment of diversity of thought and perspectives throughout the Washington DC region.

The Arc of Loudoun is an Equal Opportunity Employer. We are committed to celebrating our differences and building a truly diverse team that's dedicated to working with, and on behalf of, people with disabilities of all kinds.

Job Title: Human Resources Manager

Reports to: Chief Operations Officer

Summary: The Arc of Loudoun is seeking a detail-oriented, self-motivated HR professional to join our team as Human Resources Manager. In this role, you'll independently manage a wide range of HR functions, with a strong focus on payroll processing, leave management (including FMLA and short-term disability), benefits administration, and employee relations. This position is ideal for a hands-on individual who thrives in a fast-paced environment, enjoys problem-solving, and brings a strong working knowledge of employment law and HR best practices. Experience with UKG's HRIS is a significant plus.

If you're looking for a role where your work directly supports a mission-driven organization and makes a difference every day—we'd love to hear from you.

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Job Responsibilities

- Maintain HRIS records and reporting; UKG experience strongly preferred.
- Administer all leave programs, including FMLA, short-term disability, ADA accommodations, and PTO
- Guide employees through benefit enrollment, changes, and questions.
- Manage the corporate Employee Handbook and all associated policies and procedures.
- Ensure compliance with applicable laws and organizational policies.
- Serve as a resource for employees and managers on HR policies and workplace concerns.
- Support performance documentation, conflict resolution, and employee communications.
- Maintain compliance with federal and state regulations, including I-9, EEO, and personnel files.
- Independently manage and process bi-weekly payroll, demonstrating strong attention to detail, critical thinking, and the ability to troubleshoot and resolve discrepancies to ensure accuracy and compliance.
- Submit and manage workers' compensation claims, including follow-up with employees and insurers.
- Manage recruitment from job postings to applicant screenings, interview coordination, offers, and onboarding.
- Execute an organized and welcoming orientation and onboarding process for new hires.
- Maintain accurate, organized HR records and documentation.
- Contribute to internal HR communications and initiatives.
- Support department projects and professional development activities.
- Create and implement programs and events to celebrate our employees.

Qualifications (Essential Experience /Knowledge, Skills & Abilities)

- 3+ years of varied professional Human Resources experience related to job responsibilities.
- Fluent in English (reading, writing); bilingual Spanish and/or ASL preferred.
- Demonstrated understanding of HR best practices, current regulations, and employment law compliance.
- Outstanding interpersonal skills and a customer-focused mindset, with the ability to build strong relationships across teams.
- Highly motivated and capable of managing multiple priorities in a fast-paced environment.
- Ability to work independently, demonstrate sound judgment and effective problem-solving skills.

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- Excellent verbal and written communication skills, with a highly responsive and professional demeanor.
- Demonstrated experience with conflict resolution; uncompromising discretion when handling sensitive or confidential information.
- Exceptional attention to detail with strong time management and organizational abilities.
- Proficient in Microsoft Office Suite, particularly Excel and Word; experience with implementation and proficiency in using an HRIS is required; familiarity with UKG's HRIS is preferred.
- Compassionate, mission-driven, and aligned with the values of serving diverse and neurodiverse populations.

Education Requirements

- High School Diploma required.
- Active SHRM membership required.
- SHRM-CP, SHRM-SCP, HRCI-PHR, or equivalent Human Resources Certification required.
- Bachelor's Degree preferred but not required.

Professional Development and Training

- Attend all mandatory department staff meetings.
- Attend required training and professional development opportunities.
- Ensure that all professional certifications are current.

Physical Requirements

- Must be able to remain stationary sitting or standing at a desk while utilizing a computer keyboard and mouse for extended periods of time.
- Must be able to move about in an office environment to access file cabinets, office equipment, etc.
- Must be able to communicate constantly and effectively with staff, vendors, and other professional personnel in-person, telephonically, and virtually.
- Must be able to travel short, indoor distances.

Benefits

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- Full employee-contributed health and dental insurance, optional vision plan.
- Employer paid Life/AD&D, short- and long-term disability insurance.
- Generous paid time off, including breaks, holidays, and PTO.
- Flexible spending accounts with employer contribution to healthcare FSA.
- Employee sponsored 401k plan with company match.
- Employer-paid EAP program.
- FMLA-eligible.

Work Environment

The Arc of Loudoun is committed to fostering a positive and productive work environment built on mutual respect, trust, and cooperation. Our employees are our most valuable asset, embodying a wealth of diverse skills, experiences, and talents that drive our culture, reputation, and success. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, veteran status, and other characteristics that make our employees unique.

The Arc of Loudoun strictly prohibits any form of unlawful employee discrimination, harassment, or bullying.