



## **HUMAN RESOURCES DIRECTOR**

**Location:** Remote (anywhere in the United States, tribal nations, and U.S. territories.)

**Salary range:** \$100,000-140,000

**Start date:** October 15-November 15, 2023

**FLSA Status:** Non-Exempt

**Union Status:** Confidential not included in the bargaining unit

Neighborhood Funders Group (NFG) seeks a Human Resources Director to lead and manage NFG's core HR functions including labor relations, hiring and onboarding, compensation, benefits and payroll administration, HR compliance and performance management. The staff members of NFG are represented by Communications Workers of America (CWA) Local 9415. This is an exciting opportunity to build out HR functions in an unionized and values-driven environment.

### **BACKGROUND**

NFG's mission is to organize philanthropy to support grassroots power building so that Black, Indigenous, and people of color (BIPOC) communities and low-income communities thrive. Together with our member network of over 140 grantmaking organizations and 1,500 individuals, NFG engages philanthropic institutions and their staff across the U.S. to move more money to racial, gender, economic, disability, and climate justice. NFG offers a political home for funders to learn directly from movement leaders on issues like gentrification and displacement, multiracial rural organizing, and the changing landscape of workers' rights. Our programming goes beyond learning, to action: we call on funders to co-conspire to support transformative movements — collaborating and aligning to advance justice. All of our programming is grounded in our histories, strengths, and struggles; and centers BIPOC leaders in places, movements, and philanthropy. For more information about NFG's programming, visit [www.nfg.org](http://www.nfg.org).

### **POSITION OVERVIEW**

We are seeking to add to our team a Human Resources Director to lead, manage and grow the core HR functions of NFG – including labor relations, hiring, compensation, benefits and payroll administration, compliance, and performance management. This is a new role for Neighborhood Funders Group and marks a key moment in the future direction of the organization. We are looking for someone who understands the importance of human resources that centers our people, and is eager to lead new HR initiatives to meet NFG's evolving needs. As an individual contributor, you'll provide both strategic and tactical

human resources support to our Senior Management Team (composed of NFG's Interim President, Vice President of Programs, and Vice President of Finance and Operations). As an excellent relationship builder, you will take the lead on compensation, ensure multistate and federal compliance, and create scalable policies and procedures and support our hiring and retention work.

This role will be supervised by the Vice President, Finance and Operations, and will work closely across teams.

## **RESPONSIBILITIES**

### **Leads HR initiatives**

- Serves as a thought partner to the Senior Leadership Team on staffing needs and department structures as well as how to support our culture of care through HR initiatives
- Develops and implements plans for a variety of HR matters, including compensation, performance evaluation, benefits, health and safety, and more.
- Facilitates adherence to NFG's employee manual and creates new policies as needed.
- Evaluates our HR tech, makes recommendations; owns implementation, staff training, integrations, and system maintenance as needed.
- Leads on working with HR contractors.

### **HR Compliance**

- Ensures compliance with federal, state, and local employment laws and regulations, and organizational policies while remaining grounded in a people-centered values-based approach to HR.
- Liaises with our payroll platform Gusto and state DOLs as needed to resolve problems or queries.

### **Labor Relations**

- Collaborates and builds relationships with our staff union and union partners.
- Ensures collective bargaining agreement (CBA) Compliance.
- Acts as a management representative, as assigned by senior management team, on the Labor Management Committee and responds to union grievances as assigned.

### **Benefits and Payroll Administration**

- Works closely with an external payroll company – currently Gusto – and NFG's Finance team to administer payroll for ~25 employees.
- Manages NFG's benefit programs—including answering staff inquiries about benefits, onboarding and offboarding employees from benefits and driving annual healthcare open enrollment.
- Serves as the main point of contact for all employees for any payroll and benefit queries.

- Processes payroll and manages any tax profile changes for US employees.
- Performs all necessary audits to ensure accuracy of data and compliance.

### **Hiring and Onboarding/Offboarding**

- Develops and implements strong hiring and onboarding practices that support NFG's values and ensure CBA compliance.
- In close partnership with hiring leads, oversees the full life cycle of recruitment, including job postings, candidate screening, offers, negotiations, and working with external hiring partners when applicable.
- Owns employee onboarding and new-hire orientation, focusing on creating an experience where new employees feel energized, informed, and empowered.
- Owns employee offboarding including exit interviews

### **Compensation**

- Supports updates to NFG's compensation philosophy to ensure it is aligned with NFG's CBA, values, and hiring and retention goals.

### **Performance**

- Leads the process of revamping our annual performance process, ensuring CBA compliance, transparency and equity with inputs from Labor Management Committee and other stakeholders on staff
- Manages complex employee relations matters, including investigations and terminations.

## **QUALIFICATIONS**

The ideal candidate:

- Has experience holding primary responsibility for the HR functions at an organization, including experience working in an unionized environment.
- Understands HR compliance, while remaining grounded in a people-centered values-based approach to HR.
- Understands different HRIS, payroll, and timekeeping platforms.
- Understands performance management including providing guidance to managers.
- Has cultivated and upheld rooted, intersectional communities.
- Has worked with majority BIPOC leadership and employees and in a racial justice organization.
- Can build peer-to-peer relationships to move the work forward.
- Can "see around the corner" when it comes to culture and employee sentiment; proactively planning effective change management practices
- Is experienced in maintaining confidentiality and discretion.
- Is skilled with project management, communication and meeting tools including Zoom, Google Suite, MS Office, and Asana, Slack—and has an ability to learn and adapt to new tools.

- Is comfortable working on a remote team and across time zones.
- Is equipped with a strong capacity to self-manage, multitask, prioritize, work collaboratively, diagnose problems and find creative solutions, and learn from mistakes.

### **Preferred Experience:**

- SHRM-CP, SHRM-SCP or PHR, SPHR certification is a plus.
- Preference for candidates with knowledge of the social justice sector, philanthropy, including foundations, intermediaries, collaborative funds, or affinity groups.
- Experience working in a shared leadership environment is a plus.

### **COMPENSATION**

Salary and title are commensurate with experience, the hiring salary range for this position is \$100,000-140,000. Benefits include generous leave, health insurance, and retirement contributions. The staff members of NFG are represented by CWA Local 9415. This position will be a confidential position not included in the bargaining unit.

### **TRAVEL**

Anticipated travel 15-20% of the time to staff retreats, conferences, program events, and professional development opportunities

### **LOCATION**

Anywhere in the United States, tribal nations, and U.S. territories. Must be comfortable and able to work full-time remotely and have access to reliable internet.

### **HIRING PROCESS**

Please send a cover letter and resume combined into one PDF with the subject "Human Resources Director - YOUR NAME" to [jobs@nfg.org](mailto:jobs@nfg.org). In your cover letter please share your prior experience in Human Resources highlighting any work in non-profit or philanthropic environments and your commitment to NFG's mission.

Preference will be given to applications submitted by August 14, 2023, but the position will remain open until the right candidate is selected. Interviews will be scheduled on a rolling basis; we aim to make a hiring decision in late September, or early October 2023.

NFG is an equal opportunity employer that does not discriminate on the basis of race, color, religion or belief, disability, gender, nationality, ethnicity, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation, or any other status protected by law. Women, people of color, and LGBTQ people are strongly encouraged to apply.

**COVID POLICY**

NFG strongly encourages all employees to be up-to-date on COVID vaccination. NFG staff who wish to travel and meet in person agree to follow current CDC and local public health guidance regarding masking, social distancing, testing, quarantining if exposed, and isolating if symptomatic or diagnosed. NFG regularly monitors and modifies guidelines and protocols as needed.