Human Resource Manager

The Organization
The Family Independence Initiative (FII) is a national organization of ethnically diverse individuals with a passion for social justice. FII has developed a continuously evolving platform (UpTogether) to accelerate social and economic mobility for individuals and families living with low incomes.

Over the past 19 years, FII has partnered directly with individuals and families to demonstrate that investment made directly in their strengths and initiatives delivers strong and sustainable outcomes for low-income families. We have proven that fostering social networks, honoring self-determination, and matching people’s efforts with unrestricted cash investments results in achieving significant progress toward social and economic mobility. Our focus now is on bringing this approach to philanthropic and government organizations throughout the country by encouraging the adoption of direct investment and the distribution of funds through our UpTogether platform.

At FII, we work towards these values:
- **Impact**: With families as our core audience, everything we work on is aimed at moving us toward our vision of impacting the 50M people struggling with poverty in the US, driven.
- **Leadership**: We value learning and innovation and expect all members of the team to apply that learning to create solutions and lead, regardless of their title.
- **Partnership**: We value sharing knowledge, developing relationships and respect for others across our team, the organization, and external partners.
- **Equity**: We develop equitable human resource policies and we weigh all of our actions through an equity lens. In early 2019,

The Position
Reporting to the VP of Operations and Admin, the Human Resource Manager will be responsible to enhance FII’s human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices aligned with FII’s mission, values, and commitment to diversity, equity and inclusion.

This is a remote position. Solid internet connection and functional work environment are required.

Recruitment & Employment
- Develops and implements strategies to strengthen FII’s ability to identify diverse talent through targeted recruitment plans and compelling job descriptions.
- Provides support to hiring managers throughout the hiring process, including finalizing job descriptions, posting positions, candidate screening/interviewing, finalizing terms of employment, and making job offers.
- Help standardize our RFP/Contractor process leading with an equity lens.
- Manages and refines the new-hire onboarding process, and follows up with supervisors and new hires to support engaging onboarding experiences that set up new team members for success.
Employee Relations

- Supports in developing a strong organizational culture based on FII’s values of impact, partnership, leadership and equity.
- Demonstrate commitment towards progressing equity in the workplace.
- Supports the performance management system that includes performance evaluations, Performance Improvement Plans (PIPs), and professional development.
- Maintains the work structure by working with managers to update job responsibilities and job descriptions for all positions.
- Provides guidance and support to managers dealing with individual employee relations matters.
- Conducts periodic surveys to measure employee satisfaction and employee engagement.
- Establishes systems and policies for employee wellness and satisfaction.
- Manages employee communication and feedback.
- Supports in investigations when employee complaints or concerns are brought forth.
- Conducts and analyzes exit interviews.

Compliance

- Enforces management’s vision and guidelines by preparing, updating, and recommending new human resource policies and procedures.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements and maintaining records.
- Minimizes risk, alerting senior management to potential legal or staff morale liabilities.
- Partners with management to communicate and interpret human resources policies, procedures, programs, and laws.

Benefits & Salary Administration

- Supports in the benefits management, communication and renewal process required of a multi-state organization.
- Works closely with the supervisor and finance team on matters related to existing benefits plans.
- Oversees the administration of leaves of absence to ensure consistency and fairness.
- Supports the management of a salary administration plan by conducting periodic pay surveys.
- Proactively analyzes staff salaries and identifies any internal disparities or other situations requiring management attention.

HRIS

- Ensures FII maintains accurate, up-to-date and legally compliant personnel files.
- Maintains databases needed to track and analyze HR matters including staff turnover, completion of performance evaluations, timing of salary increases, etc.
- Administers all staff movements (promotion, transfer and exit).
- Retains and organizes historical human resource records.

Qualifications, Attributes & Skills

- Interest in working in an organization that continuously evolves and changes requiring flexibility and excitement for iteration.
- Have excellent communication/listening skills, responding to needs in a timely manner, being thoughtful in your response, and setting clear expectations and boundaries.
● Comfortable interacting with a diverse group of stakeholders and a passion for building relationships with people of different backgrounds.
● Excellent organizational and management skills.
● Ability to work independently, remotely, and as a member of a team
● 3-5 years human resource generalist experience (employment law, recruitment, compensation, organizational planning, organization development, employee relations, employee engagement, and employee development), ideally in a nonprofit and/or multi-state organization.
● Bachelor’s degree in Human Resources, Business, or Organization Development helpful. SHRM Certified Professional or SHRM Certified Senior Professional credential preferred.
● Familiarity with HRIS databases is helpful.
● Familiarity and comfort working on both administrative tasks and strategic planning.
● Demonstrate leadership through learning, creating solutions, and accountability
● Deep belief in the self-determination of low-income people and families and their capacity to lead their own mobility
● Experience working with low-income families and communities of color is a plus
● Ability to travel, as needed, for in-person and occasional team meetings (once allowed by public health officials)

Compensation
This is a full-time position with a competitive benefits package, including medical, dental, and vision, 401(k), and vacation. Salary range is $70,000 - $90,000.

Inclusion Statement
FII strives to create a community that embraces equity, diversity, and inclusion, and we support the efforts of others to build such communities. We are committed to an inclusive work environment and welcome a diverse pool of candidates that represent the communities with which we work.

FII is committed to the principles of equal employment. We create a diverse work environment and do not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.

To Apply*
To be considered for this exciting opportunity, please submit a resume and cover letter via email, with subject line “HR Manager” to Michelle Chao-Nguyen at jobs@fii.org. Your cover letter should outline how your work history and personal contribution would make a difference for FII.

*Applications submitted without a cover letter will not be considered.