



HUMAN RESOURCES MANAGER

POSITION SUMMARY

Ability Housing's vision is a society where housing is a right, not a privilege; and all individuals have safe, affordable housing in vibrant communities. Our mission is to build strong communities where everyone has a home. To achieve these, we develop and operate quality rental housing affordable to persons with extremely limited incomes; administer rental assistance to help chronically homeless households access market housing; and partner with area service organizations to ensure our residents have the supports they require to maintain their housing and increase self-reliance.

Reporting to the Senior Director of Administration and Finance, the Human Resources Manager is essential to increasing the agency's capacity to fulfill its mission and assist more persons in need. The HR Manager will provide mission focused support to oversee all aspects of human resources best practices and processes. Human capital is our most important asset, and the HR Manager will be directly linked to promoting and enhancing the performance culture amongst a group of diverse and talented individuals. The Human Resources Manager will enact efficient and effective systems to increase the reach of the organization while enabling the team to retain the unique drive that makes the organization successful.

This is an extraordinary opportunity to join a unique nonprofit that is entering its next evolutionary phase.

ESSENTIAL RESPONSIBILITIES

The HR Manager is critical to healthy sustainable growth and will be responsible for providing direct support of all human resources practices and processes.

- Develop and implement HR strategies and initiatives scaled with overall strategic growth plan
- Develop and monitor overall HR strategies, systems, tactics, and procedures across the organization
- Nurture a positive working environment
- Manage the recruitment and selection process, maintain digital and electronic records of employees ensuring specific compliance and reporting with various funders and grantors
- Engage department administrators to ensure completeness of files, research missing data and documents, remove non-essential material
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital
- Bridge employee relations, coordinate interdepartmental discussions and planning to evaluate cross over procedures and fair practices that achieve company mission and goals
- Revise company policies and procedures; departmental standard operating procedures and update individual job descriptions and titles to accurately reflect both the current and potential role and responsibilities of each employee

- Develop and monitor overall HR strategies, systems, tactics, and procedures across the organization
- Develop, oversee, and manage a performance appraisal system that drives high performance
- Assist Department Directors with performance and wage reviews
- Assist in the design and implementation of robust benefit package that hinges on attracting and retaining top talent
- Assess training needs to apply and monitor employee growth and development
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management
- Stay connected to the competitive landscape, including trends in compensation and best practices
- Develop and adhere to annual budget and ensure cost effectiveness
- Enhance community awareness of Ability Housing mission and inter-related with multiple community issues and initiatives

QUALIFICATIONS

The successful candidate will have the following desired qualifications:

- Bachelor's Degree in Human Resources or related field preferred
- 5 years' experience proven successful role working as HR Manager or HR Executive
- In-depth knowledge of labor law and HR best practices
- People oriented and results driven
- Knowledge of HR systems and demonstratable experience with HR metrics
- Strategic thinker that uses organizational and departmental perspectives
- Excellent interpersonal and communication skills, both verbal and written
- Computer competency required, excellent organizational skills
- Ability to work in a fast-paced multitasked environment

Job Type: Full-time; possible remote

Pay Range: \$80,000.00 - \$100,000.00

Ability Housing is firmly committed to a policy of equal employment opportunity (EEO) in recruitment, hiring, training, and promotion of persons based on merit, qualifications, and competence. Except in cases where required or permitted by law, employment decisions and practices shall not be influenced or affected by virtue of an applicant's race, color, sex, sexual orientation, national origin, age, religion, handicap, or any other characteristic protected by law.