**Position Title:** Human Resources Manager  
**Status:** Full-time, Exempt  
**Location:** Washington, DC Metro Area with partial on-site presence  
**Reports To:** Director of Operations and Organizational Effectiveness  
**Desired Start Date:** March 1, 2024

**The Opportunity:**

As the Climate and Clean Energy Equity Fund begins building an independent human resource function and expand its HR capacities, the HR Manager will play a vital role in contributing to our culture by developing and implementing key systems and processes. While learning from and collaborating with staff and leaders across the organization, the HR Manager will work closely with the organization’s external Professional Employer Organization (PEO) and HR consulting firm and will work to ensure compliance with US labor laws and regulations. Internally, they will use their HR expertise to devise and socialize both transactional and transformative HR building blocks and tools and help foster a values-aligned culture in service of advancing the organization’s mission and vision for climate equity. As an organization dedicated to social change, we value individuals with history and awareness of activist organizations and social movements.

**Summary of Position:**

The Human Resource Manager role is an excellent opportunity for an individual with a growth mindset, adaptability, and a genuine passion for cultivating robust relationships with colleagues while crafting innovative HR/people systems and processes from start-up phase to maturity for a fast-growth intermediary philanthropy. They will be an innovative professional with the ability to provide strong HR support to our team of 35+ staff and will serve as a thought partner to the Director of Operations and Organizational Effectiveness in designing, leading, and managing strategies to recruit and retain the best talent. The HR Manager will act as the liaison between the organization and the Professional Employer Organizations (PEO) in executing functional, back-end HR tasks and will support the overall well-being of the CCEEF team by helping to foster a culture of collaboration, transparency, and communication with a relatively new team that has doubled in the last two years.
Position Responsibilities:

- Partners with the Director of Operations and Organizational Effectiveness to assess, develop, and execute the organization’s human resource and talent strategy, particularly concerning current and future talent needs, recruiting, retention, staff engagement, and succession planning.
- Serves as a thought partner to the Director of Operations and Organizational Effectiveness and the Management Team in developing a strategy to promote and fully integrate the organization’s mission and values into the HR building blocks, and to leverage key HR processes and systems for fostering desired organizational culture and outcomes.
- Manages talent acquisition, including designing processes for recruitment and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Conceptualizes, refines, and operationalizes onboarding and offboarding processes and protocols.
- Develops, implements, and communicates competitive compensation and benefits strategies and programs that are aligned with the organization’s mission, core values, and objectives, and ensures employee satisfaction.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal professional development opportunities for employees.
- Works with the organization’s PEO in support and administration of backend HR functions and compliance, and provision of employee benefits.
- In partnership with PEO, maintains compliance with federal, state, and local employment laws and regulations and recommended best practices; reviews policies and procedures to maintain compliance.
- Provides support and guidance to management and 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, overseeing disciplinary meetings, and processing terminations.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Occasional travel to offsite meetings and other Equity Fund events.
- Other duties as assigned.

Education:

- Bachelor’s degree preferred.
- Any equivalent combination of training, education, and experience demonstrating the ability to perform the position’s essential functions.
Experience and Skills:

- A minimum of 6-8 years of human resource management experience, preferably with at least 4-5 years of that experience at philanthropic and/or not-for-profit organization
- PHR/SPHR, SHRM-CP/SHRM-SCP highly desired
- Experience working with PEO and external HR or organizational development firms to coordinate and execute a range of HR deliverables and compliance requirements
- Experience in leading and executing recruitment, onboarding, benefits, and employee engagement
- Thorough knowledge of employment-related laws and regulations across states and other jurisdictions
- Thorough understanding of the employee lifecycle from recruitment and onboarding through offboarding
- Excellent interpersonal, analytical, and conflict resolution skills that include a demonstrated ability to define problems, establish facts, and draw valid conclusions
- Commitment to and experience in successfully fostering a working environment that supports the well-being of staff and recognizes that valued and supported staff are better able to serve others
- Previous management and supervision of HR teams or departments for NGOs and/or social movement organizations
- Demonstrated fluency and attunement to advancing equity in culture, operations, and a commitment to employing an anti-racist/anti-oppression lens
- High emotional intelligence and innovative thinking in HR
- Ability to travel domestically 10-15% annually

Technical Competencies:

- Employee Benefits, Performance and Talent Management Systems
- Knowledge of HRIS systems
- Knowledge of US labor laws and HR best practices
- Event Support, such as team retreats

Behavioral Competencies:

Universal Competencies for All Staff:
Detail key behaviors necessary for each employee to perform effectively across the organization.

- Accountability: Holds self and others accountable for accomplishing measurable, high-quality, timely, cost-effective results.
- Collaboration: Builds constructive working relationships with clients/customers/grantees, other work units, community organizations, and others to
meet mutual goals and objectives; behaves professionally and supportively when working with individuals from various ethnic, social, and educational backgrounds.

- **Communication**: Conveys and receives information and ideas through various media to individuals or groups in a manner that engages the listener, helps them understand and retain the message, and invites response and feedback. Keeps others informed appropriately; demonstrates effective written, oral, and listening skills.

- **Commitment to Equity**: Has lived experience and systems-level understanding of equity, diversity, and inclusion. Cultivates opportunities through diverse people; respects and relates well to people from varied backgrounds; understand various worldviews and is sensitive to group differences; sees diversity as an opportunity; challenges bias and intolerance. Appreciates and leverages all individuals' capabilities, insights, and ideas. Works effectively with individuals of diverse styles, abilities, and motivations.

- **Teamwork**: Participates as an active and contributing team member to achieve team goals. Works cooperatively with other team members, involves others, shares information as appropriate, and shares credit for team accomplishments.

**Competencies for Strategy Managers:**

Detail key behaviors necessary for each employee to perform effectively in their specific role.

- **Adaptability**: Adapts workflow to accommodate changes when opportunities arise, or work priorities shift. Adjusts plans on a quick timeline when needed. Accepts changes as part of the process to meet goals and is willing to engage in tension that might arise. Remains optimistic when changes occur.

- **Decision-Making & Problem-Solving**: Breaks problems into components and recognizes interrelationships; makes sound, well-informed, and objective decisions. Compares data, information, and input from various sources to conclude; acts consistent with available facts, constraints, and probable consequences.

- **Detail Oriented**: Achieves thoroughness and accuracy when accomplishing tasks. Tracks multiple pieces of information at the same time. Ensures the accuracy of work. Is aware of processes and timelines and engages in work promptly. Accomplishes tasks by considering all areas involved, no matter how small; shows concern for all aspects of the job; accurately checks processes and tasks.

- **Program Planning**: The ability to determine specific program goals and priorities and to assess the actions, time, and resources needed to achieve those goals.

- **Strategic Thinking**: Obtains information and identifies key issues and relationships relevant to solving problems, thinking through solutions, and committing to a course of action to accomplish a goal after developing alternatives based on logical assumptions, facts, available resources, constraints, and organizational values.

- **Relationship Management**: The ability to understand other people’s moods, behaviors, and motives to improve the quality and connection of relationships (requires social awareness and empathy). Develops, manages, and uses collaborative relationships to facilitate the accomplishment of work goals.
Benefits: Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees are able to enroll in a 401K retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401K contributions. Employees are also eligible for pre-tax transportation benefits. Employers will receive 160 hours of paid vacation time, 12 days of health leave, floating holiday and volunteer leave annually. Employees will also receive 9 paid holidays throughout the calendar year.

Compensation: The Washington, DC metro area base pay range for this role is $110,000 - $155,000. New hires are typically hired into the middle portion of the range, enabling employee growth in the range over time. Actual placement in range is based on job-related skills and experience, as evaluated throughout the interview process. Pay ranges outside the Washington, DC metro area are adjusted based on cost of labor in each respective geographical market.

Hiring Statement

Climate and Clean Energy Equity Fund is a newly independent 501(c)(3) public charity, committed to attracting, developing, and retaining exceptional people and to creating a work environment that is dynamic and rewarding. Our work environment is safe and open to all employees, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

COVID-19 Policy Language

To center the safety and well-being of its employees, the Climate and Clean Energy Equity Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at HR@theequityfund.org.

How To Apply

To apply, please send your resume and cover letter to jobs@theequityfund.org with the position title in the subject line. Applications will be reviewed on a rolling basis.