

Manager of Human Resources and Culture

Center for Community Progress Job Announcement

Job Title	Manager of Human Resources and Culture
Reports To	COO
Date	9/18/2023

Center for Community Progress

We are a national nonprofit with a mission to foster strong, equitable communities where vacant, abandoned, and deteriorated properties are transformed into assets for neighbors and neighborhoods. We are former practitioners and policymakers who understand that today’s neighborhoods have been shaped by decades of unjust and racist land use and financing policies—and we are driven by the promise of safe, healthy, resilient, and inclusive neighborhoods that provide opportunity and dignity for all.

Community Progress is highly regarded as the nation’s leading resource for urban, suburban, and rural communities seeking to equitably address the full cycle of property revitalization. We help communities access policies, tools, and resources to transform problem properties. We have provided customized, expert guidance to more than 300 communities in over 35 states and reached tens of thousands across the United States with free educational programming. Learn more at www.communityprogress.org.

Job Summary

The Center for Community Progress is seeking an experienced and perceptive Manager of Human Resources and Culture to join a team of passionate thought leaders and technical experts who care deeply about community development, diversity, racial equity, inclusion, and justice.

The Manager of Human Resources and Culture will support the implementation and administration of the organization’s internal initiatives and strategy around diversity, equity, inclusion, and justice, as well as manage human resources functions. This position will further plans, policies, and culture for an inclusive and antiracist organization; support growth by helping attract and retain top talent; and facilitate staff development and team engagement.

The ideal applicant for this position will have experience in both (1) administering organizational policies around diversity, equity, inclusion, and justice; and (2) human resources support or administration. The applicant will have a strong personal and professional commitment to racial equity, and a readiness to lead Community Progress in noticing and addressing inequity when it shows up in the workplace.

The Manager of Human Resources and Culture position is 32 hours, four days/week and includes benefits, and reports to the Chief Operating Officer (COO), working closely with the Business Manager. Preference to candidates based near one of Community Progress’ offices in Flint, Michigan; Washington, D.C.; Atlanta, Georgia; or Chicago, Illinois. However, Community Progress has a strong remote work culture and, in pursuit of growing a nation-leading team of highly skilled diverse experts, will consider candidates outside these regions.

Duties and Essential Job Functions

Diversity, Racial Equity, Inclusion, and Justice

- Work with the Chief Operating Officer (COO) to implement and monitor compliance with the organization's current racial equity plan, including helping to identify the need for updates to the plan and strategies to achieve the organization's goals around diversity, equity, inclusion, and justice
- Work with COO to develop, communicate, and administer HR policies and procedures that shape and maintain an equitable organizational culture
- Proactively keep staff informed about progress on the racial equity plan; benefit resources; organizational events and other pertinent information related to HR and diversity, equity, inclusion, and justice
- Work with COO to develop equitable and inclusive recruiting strategies and hiring processes
- Work with COO to assess and improve employee engagement and satisfaction, with particular attention to the experiences and needs of those who have been historically marginalized

Human Resources

- Manage HR administration in coordination with Business Manager, including management of employee benefits programs, HR-related software, relationships with benefit brokers, and the organization's annual open enrollment
- Monitor organizational HR policies and practices, as well as changes in applicable laws and regulations to ensure compliance with local, state, and federal employment-related laws and regulations
- Help COO develop and administer a consistent, equitable, and progressive compensation program including conducting salary surveys and market research to ensure Community Progress compensation is competitive within our market and in line with our budget
- Work with Business Manager and hiring managers to administer organizational onboarding and orientation for new employees
- Work with COO to administer employee offboarding, including helping to conduct exit interviews
- Work with the COO to identify professional development, learning, and growth opportunities for employees
- Work with COO to implement strategies that help prevent or resolve individual and team conflicts
- Work with COO to administer annual and mid-year employee performance reviews
- Other duties as assigned by the COO

Reporting Relationships

This position does not have any full-time staff directly reporting to them.

Qualifications

- A demonstrated commitment to public and community service with an enthusiasm for Community Progress' mission and a shared commitment to diversity, equity, inclusion, and justice
- Previous experience in HR and diversity, equity, inclusion, and justice
- Ability to work effectively with partners who are diverse with respect to age, race, ethnicity, sexual orientation, gender identity, socio-economic status, nationality, religion, and culture
- Ability to keep all HR-related employee issues confidential

- Ability to multitask and manage stress well in a fast-paced environment with frequently shifting priorities
- Strong project management, organization, and problem-solving skills and ability to think outside the box
- Strong attention to detail and record management skills
- Deep understanding of compensation, benefits, and performance evaluation frameworks
- Experience in revising or developing new HR policies and procedures to center diversity, equity, inclusion, and justice; meet changing organizational needs; and implement an antiracist organizational culture
- Effective written and oral communication skills across a variety of personalities and position levels, including proven dispute resolution skills
- Working knowledge of state and federal laws and regulations affecting employer practices and compliance requirements; specific knowledge of requirements for 501(c)(3) organizations preferred
- Knowledge of these software systems a plus: Paychex Flex, Employee Navigator, Nexonia, Mineral, HireRight, Intacct

Required

A minimum of five years of professional experience, with specific experience in human resources and personal or professional experience in diversity, equity, inclusion, and justice.

Salary and Benefits

The position of Manager of Human Resources and Culture is a 32 hours, four days/week role, offering an annual salary ranging from \$65,000 to \$72,000. This compensation package is designed to align with experience and skillsets. Additionally, the position includes benefits such as medical, dental, vision coverage, a 401k match, access to flexible spending or health savings accounts, and generous personal time off benefits.

Hiring Process

Interviews will be on a rolling basis with an anticipated offer date by the week of November 13, 2023.

Equal Opportunity Employment

The Center for Community Progress (Community Progress) does not discriminate on the basis of race, color, national origin, disability, age, or sex in administration of its programs or activities, nor does it intimidate or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose action prohibited, by 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with such rights. Community Progress' Chief Operating Officer (COO) is responsible for coordination of compliance efforts and receipt of inquiries concerning non-discrimination requirements implemented by 40 C.F.R. Parts 5 and 7.

If you have any questions, or believe that you have been discriminated against with respect to a Community Progress activity, you may **contact** Brian Flood, COO, at bflood@communityprogress.org or at (877) 542-4842 ext. 154. You may also visit our website for more information: <https://communityprogress.org/notice-of-non-discrimination/>.