



Abode Services, one of the largest and effective nonprofits working to end homelessness in the Bay Area, is seeking a dynamic **Human Resources Manager** to provide oversight and leadership to the daily operations of the Human Resources Department. As a strategic partner with the Senior Management Team, the Human Resources Manager implements policies and procedures that advance the agency's mission and continuous growth. Responsibilities include managing and improving processes within talent acquisition and retention, compliance, employee relations, benefits, performance management, professional development, new hire on-boarding and termination of employment, and HR systems across multiple functions and locations.

Responsibilities:

- Create and provide strategic direction for the development of current HR policies and procedures and make recommendations on best practices to the Senior Management Team
- Provide consultation and coaching to managers on employee relation issues with sensitivity and keen understanding of agency programs, culture, and policies
- Manage the overall performance evaluation process for the agency
- Oversee the implementation of the HRIS component of a new infrastructure/system, including a comprehensive gap-analysis to identify processes requiring alternative solutions
- Evaluate and design employee benefits programs with the Senior Management Team, including 403(b) retirement savings programs; act as agency liaison with insurance brokers; and oversee annual Open Enrollment process
- Ensure compliance to all federal, state, and city employment laws and regulations, and submit all corresponding reports (EEOC, 5500, OSHA, Workers Compensation, etc)
- Manage and provide expert knowledge of Leave of Absence and Worker's Compensation policies, keeping current on federal and state laws and regulations
- Provide supervision, coaching, training and performance management to HR Staff personnel.
- Lead agency committees (e.g., Safety, Employee Recognition)
- Provide strategic guidance on all recruitment, hiring, on-boarding, retention, professional development, and performance management practices

Qualifications:

- Minimum of 5 years in HR management, SPHR or PHR certification required
- Bachelor's degree or equivalent experience required
- Strong understanding and ability to communicate complex compliance and employment laws, such as LOA, worker's compensation, OSHA, and benefits; familiarity with best practices in talent acquisition, training and development, and performance management for a dispersed workforce
- Outstanding communication skills and high degree of emotional intelligence, cultural sensitivity, with a proven track record to build and maintain effective relationships with a wide variety of internal and external contacts
- Skilled manager, with experience in motivating and leading staff, setting objectives, managing performance, collaborative approach to problem solving
- Ability to work both independently and as part of a team

- An understanding of the mission, vision and values of Abode Services and a desire to utilize their skill set to support its growth
- Exposure to nonprofit organizations strongly preferred

Compensation & Benefits Package:

- Full-time, exempt position with competitive salary and reports to the Chief Financial Officer
- Dynamic, mission-drive culture and supportive leadership. We support you in supporting others.
- Full Benefits Package: 100% Medical, Dental, Vision benefits coverage for employees
- 19 Paid Time Off days and 9 Paid Holidays per year
- Voluntary benefits: FSA, EAP, Commuter Checks, Life Insurance, Legal, and more
- 403(b) Retirement Savings Plans with Employer Match & Contribution Programs

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.

Abode Services is an Equal Opportunity Employer/Drug Free Workplace