



JOB ANNOUNCEMENT: Manager, People Ops

SUMMARY:

Reporting to the Sr. Director, People & Operations, the Manager, plays a pivotal role in providing vital support to the organization's talent goals and partnering with managers on talent needs and issues to be a value add to their needs working with their teams with respect to human resources, recruiting, culture and employee satisfaction.

RESPONSIBILITIES:

- Help build and iterate on our current people operations: systems, processes, and programs; e.g. recruiting, onboarding, employee engagement, employee retention.
- Manage employee feedback process.
- Handle every day questions around payroll, PTO, Foundation processes and procedures.
- Create People Ops hours for employee engagement and handle any complaints with the partnership of the Sr. Director,
- Along side the Sr. Director, build programs and processes to make our people feel energized, valued and heard.
- Excellent project management skills to handle the recruiting process from creation of job descriptions through hire.
- Program/Project Management: multi-tasker, supporting teams across the organization as we roll out new initiatives and programs.
- Build relationships across The Foundation to be seen as a trusted partner.
- Responsible for maintaining all HR systems and ensuring information is accurate and current.
- Create and execute on employee experiences that surprise and delight from small impromptu initiatives to large scale events.
- Provide human resource generalist services, including compliance with federal, state, city and local laws as well as regulatory agencies i.e. EEOC, Human Rights, DOL and OSHA.
- Manage day-to-day administration of employee benefits plans, employee access to current benefit offerings, LOA, FMLA/CFRA, STD and LTD.
- Manage onboarding and offboarding employees.
- Help coordinate annual open enrollment meetings and assist staff with enrollment and coordinate administration with brokers.
- Support performance review process and follow-up to ensure employees receive feedback and personal action forms are completed and processed for any merit salary increases.
- Create, design and implement employee recognition and events.
- Assumes and performs other duties and responsibilities as assigned or identified.



PROFESSIONAL EXPERIENCE AND QUALIFICATIONS:

- Five to seven+ years of generalist experience in human resources.
- Bachelor's Degree required, Master's Degree preferred.
- Solid generalist background with HR Certification.
- Fully understands federal, state, city and local laws.
- Process driven to handle queries or concerns from staff.
- Stellar customer service skills and manage expectations.
- Exceptional at handling confidential information.
- Comfortable speaking in front of groups.
- Balances attention to detail with swift execution.
- Exceptional communication and organization skills.
- Self-starter who can take the initiative and recommend solutions.
- Alignment with the mission of the organization.
- Ability to flourish in a diverse environment that is transparent and collaborative.

HIRING POLICY:

Diversity and inclusion are long-standing core values at The Foundation. We value differences among individuals including, but not limited to, ethnicity, age, gender, sexual orientation, gender identity, physical ability, national origin, religion, socioeconomic status, as well as beliefs and ways of thinking. We strive to create an inclusive work culture that ensures that all individuals are heard, respected, and supported to do their best work.

The New York Women's Foundation® is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Diversity and inclusion are long-standing core values at The Foundation. We value differences among individuals including, but not limited to, ethnicity, age, gender, sexual orientation, gender identity, physical ability, national origin, religion, socioeconomic status, as well as beliefs and ways of thinking. We strive to create an inclusive work culture that ensures that all individuals are heard, respected, and supported to do their best work.

COMPENSATION:

\$90K - \$100K

TO APPLY:

Please send cover letter, salary requirements and resume to:

hr@nywf.org

NO TELEPHONE CALLS PLEASE.