HUMAN RESOURCES MANAGER

ABOUT THE POSITION
This is an exciting opportunity for an experienced human resources professional looking to develop a career at the intersection of clean energy and social justice.

The Human Resources Manager will be responsible for providing leadership and strategic direction, planning, coordination, and administration of all human resources functions and initiatives. The Human Resources Manager oversees all Human Resources (HR) systems, functions, and tactics for the organization, contributing to a broad range of strategic initiatives in support of the mission, vision, and organizational values of Groundswell.

Reporting to the VP of Finance, HR and Development, the Human Resources Manager will lead and direct the routine functions of the HR department including interviewing and hiring of new staff, administering payroll, benefit administration, establishing and enforcing organizational policies and practices. This role will effectively collaborate with members of Groundswell’s senior leadership team, directors, and managers to support the workforce needs of the organization.

Groundswell is a values-driven social enterprise committed to a culture of belonging, and we invite you to review our strategic plan and values as you apply.

KEY RESPONSIBILITIES

Human Resources

- Lead and oversee the administration of all human resource programs including, but not limited to compensation, benefits, leave, disciplinary matters, disputes and investigations, performance and talent management, productivity, recognition, and employee morale, and training and development
- Collaborate with senior leadership to understand the organization’s goals and strategy related to staffing, recruiting, retention, and succession planning to execute best practices for talent management
- Provide support and guidance to leaders when complex, specialized, and sensitive questions and issues arise
- Stay abreast of new developments in the human resources field, particularly as they affect the employment and compensation functions, ensuring compliance with regulatory agencies.
- Monitor and maintain the organization’s compliance with federal, state, and local employment laws and regulations, and recommended best practices; review and modify policies and practices to maintain compliance
● Update employee policies and benefits in alignment with company strategic plans.
● Lead talent acquisition for the organization and conduct new hire orientation ensuring information disseminated is accurate and presented in a positive, professional manner.
● Ensure job descriptions are up to date and compliant with all local, state, and federal regulations
● Oversee Groundswell’s HRIS systems
● Review and approve payroll register for processing
● Oversee and ensure the initiation and accurate maintenance of enrollments for insurance and benefit plans and provide the necessary communication to third-party administrators in a timely manner.
● Oversight of pre-employment processes including background checks, drug screens, offer letters, and communication with prospective employees.
● Provide coaching and assistance for managers with employee-related issues
● Assist in coordinating company-wide events and activities
● Nurture a positive working environment
● Oversee and manage Groundswell’s performance appraisal system
● Perform other duties as assigned

ADDITIONAL RESPONSIBILITIES
As a member of the Groundswell team, the Human Resources Manager is expected to participate in the overall execution of Groundswell programs:
● May be asked to represent Groundswell in public forums and engage with institutional partners and vendors;
● Support the pursuit of opportunities aligned with the Groundswell mission;
● Seek opportunities to drive continuous improvement in Groundswell programs, processes, and procedures; and
● Identify and respond to emerging risks and opportunities.

In this work, the Human Resources Manager will reflect Groundswell’s Core Values (see strategic plan deck). Key values that will be uplifted through this role include:

● **Integrity:** We uphold the values of Groundswell in every action and decision. We hold ourselves accountable for gathering facts, sweating the details, performing analysis, and validating decisions.
● **Respect:** We respect and treat each other with dignity. We value each other's contribution to the team. We treat our communities with respect.
● **Support Each Other:** We are committed to building an encouraging, caring, and supportive environment. We foster teamwork and collaboration across departments and with customers.
OTHER DUTIES
This position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required. Duties, obligations, and activities may change at any time with or without notice.

COMPETENCIES OR SPECIALIZED KNOWLEDGE
- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation, and conflict resolution skills
- Proficient organizational skills and attention to detail
- Strong analytical and problem-solving skills
- People oriented and results driven
- Ability to act with integrity, professionalism, and confidentiality
- Ability to adapt to changing environments
- Ability to handle multiple competing priorities
- Excellent time management skills with a proven ability to meet deadlines
- Thorough knowledge of employment-related laws and regulations
- Ability to prioritize tasks and delegate them when appropriate
- Ability to quickly learn the organization’s HRIS systems

SUPERVISORY RESPONSIBILITY
This is a Manager level position, with no direct reports at this time.

WORK ENVIRONMENT
In alignment with Groundswell’s re-entry plan, individuals will be required to work in a hybrid setting per the remote work and re-entry plan policies.

POSITION TYPE AND EXPECTED HOURS
This is a full-time position. Days and hours of work are Monday through Friday, 9 a.m. to 5:00 p.m. Occasional evening and weekend work may be required as job duties demand.

TRAVEL
Occasional regional travel to Groundswell offices in Washington DC and LaGrange, GA may be required.

REQUIRED EDUCATION AND EXPERIENCE
- Bachelor’s degree in Human Resources, Business Administration, or related field preferred; Master's degree a plus.
- At least four years of human resource management experience is required.
- SHRM-CP or SHRM-SCP is highly desired.
- Proven working experience as HR Manager or other HR Executive
SUPERVISION
The Human Resources Manager will report to the VP of Finance, HR and Development.

COMPENSATION
Compensation for this position is in Groundswell's established pay band for the Manager title, with a full-time employee benefits package.

BENEFITS
- Groundswell pays 100% of the monthly premium for health, dental, vision, and long-term disability for full-time employees in accordance with Groundswell’s policy. Groundswell also covers 50% of spouses and dependents covered under the Groundswell healthcare, vision, and dental plan.
- Matching 401 (k) plan contribution by Groundswell up to 4% for employees who choose to contribute to Groundswell’s 401 (k) plan, with immediate vesting.
- Monthly Development Days to focus on professional development opportunities.
- $45 per month to reimburse cellular phone use for business purposes.
- $75 per month to reimburse home internet access for business purposes.
- Fifteen (15) paid vacation days per year; eight (8) sick days; and two (2) personal days. Vacation and sick leave accrue at the start of your employment, restart each year on January 1, and increase with tenure. Personal days begin after six months of employment.
- Groundswell also takes nine (9) paid federal holidays and a holiday break from December 24th to January 1st (inclusive).
- Short-Term Disability Insurance, Long-Term Disability Insurance, and Voluntary Life available.
- Pre-tax benefits such as Smart Benefits, Flexible spending accounts, and Dependent care are also available.

For more information about the organization’s benefits and other personnel policies, Groundswell will provide a new hire orientation within the first week of employment.

HOW TO APPLY
Candidates must submit a resume and cover letter to hiring@groundswell.org detailing their qualifications and interest to be considered for this position. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
Groundswell is an equal-opportunity employer that is deeply committed to the principles of equity, diversity, and inclusiveness and seeks to create a pluralistic community for all.