JOB ANNOUNCEMENT

HUMAN RESOURCES & OPERATIONS MANAGER

Reports to: Deputy Director
Location: This is a full-time telecommuting position
FLSA/Classification: Exempt, Full-time, Regular
Salary: $70,000-80,000 annually or commensurate with experience

Overview: Groundswell Fund is a public foundation that resources intersectional, solidarity-based grassroots organizing work that centers Black women, Indigenous women and other women of color including Transgender women of color. We fund within many social justice movements and are the largest funder of the U.S. Reproductive Justice (RJ) movement. For more than a decade, we have enabled foundations and individual donors to increase the impact of their giving by offering a different kind of philanthropic model. Different in who we are: A program staff of women of color, transgender people of color, and gender nonconforming people of color who come directly out of community and labor organizing and have a combined 70+ years of grassroots organizing and civic engagement experience within communities of color; a board comprised of grassroots leaders shaping strategy alongside funders and donors. Different in who we support: primarily Black and Brown women, including Transgender women of color who are organizing at the grassroots. Different in how we support the field: not just through grants, but also through capacity-building support focused on boosting grassroots power, and funder organizing that lifts up our grantees to a larger audience of funders and donors who can move resources to their work, whether or not these resources come through our doors. Groundswell moves at least 80 percent of the dollars that come in our doors back out to the field.

Since 2003, Groundswell has moved more than $60 million to the field in grants and capacity building support; increased the giving of dozens of national and local foundations; and helped bring thousands of new individual donors into the RJ movement. Our grantees have been instrumental in the passage of more than 250 pro-RJ policies at the state and local level and in blocking many regressive policies, and they have built a growing grassroots base of support for RJ across the U.S. In 2017, we expanded our funding to support multi-issue organizing led by WOC and transgender people of color across other social justice movement sectors, from environmental and economic justice, to immigrant and LGBTQ rights, and on. We also launched a 501(c)(4), Groundswell Action Fund, now the largest c4 fund in the country centering WOC-led c4 work.
**Position Summary:** At Groundswell, we recognize the crucial roles that operations and organizational infrastructure building play in supporting a healthy organizational ecology. Well-run operations and human resources departments are vital toward achieving those efforts. The Human Resources and Operations Manager will manage and execute all human resources and operations functions for Groundswell and Groundswell Action Fund. This position is primarily responsible for ensuring the management, execution, maintenance, and functioning of our HR and Operations processes, policies, programs, and systems. Additionally, the HR and Operations Manager will work closely with the Deputy Director to assess, improve, and scale up internal human resources and operations.

**Responsibilities:**

I. Human Resources  
(70% of FTE)

- Serve as a staff liaison and resource on HR-related questions and concerns, including answering questions about benefits and personnel policies
- Ensure smooth and efficient functioning of Groundswell’s HR functions by executing day to day HR tasks
- Ensure timely submission of timesheets from hourly and non-exempt employees, and manually submit payroll for hourly and non-exempt employees on a semi-monthly basis
- Coordinate and execute tasks in the areas of recruitment, hiring, onboarding, new employee orientation, employee maintenance, and termination/exit processes
- Partner with Deputy Director to develop and refine systems and policies for the above areas
- Handle employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff
- Attend and participate in employee disciplinary meetings, terminations, and investigations
- Partner with Deputy Director to keep Employee Handbook up-to-date and in line with social justice and values-centered language, policies, and best practices
- Partner with the Deputy Director to implement a talent acquisition strategy that includes robust sourcing, selection, and interview practices and designed to recruit and hire the sector’s best talent
- Deliver HR orientation and other HR-related trainings to Groundswell staff
- Administer benefits programs and manage the relationship with TriNet, HR vendors and benefits providers, including medical, dental and vision insurance plans, FSA & HRA plans, and other supplemental benefits
- Partner with the Deputy Director to oversee the annual evaluation process
- Conduct periodic industry compensation and benefits studies
- Assist in maintaining confidential personnel files and HR data, following security and privacy procedures at all times, including processing of employee changes and paperwork

II. Operations  
(20% of FTE)

- Serve as a staff liaison and resource on Operations-related questions and concerns
• Serve as a liaison for offsite offices and work with IT Manager and other staff to manage Groundswell’s remote mail system
• Manage the Operations budget and operational expenses
• In partnership with the IT Manager, ensure all internal systems support Groundswell’s 100% remote workplace
• Oversee logistics for Groundswell’s two in-person staff retreats and serve as a lead member of the Staff Retreat Committee
• Manage Groundswell’s swag and collateral inventory
• Manage and execute staff appreciation activities

II. Compliance (10% of FTE)

• With guidance from the Deputy Director, apply personnel policies and procedures consistently across staff
• Work with the Deputy Director to oversee compliance with compensation guidelines and related regulatory requirements (FLSA, Employee v. Consultant, etc.)
• Serve as a liaison with legal counsel to maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; review policies and practices to maintain compliance
• Partner with TriNet to enforce compliance with all existing government and legal reporting requirements, including any related to the Equal Employment Opportunity (EEO), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Paid Family Leave (PFL), Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA), and other relevant local and state labor laws.

Qualifications:

Experience and Education
• At least three years of experience in human resources management and/or execution
• At least two years of experience in operations

Skills and Attributes
• Unwavering commitment to excellence and producing high quality work products
• Superb attention to detail and deadline-driven
• Superior communication and interpersonal skills
• Ability to integrate and infuse social justice values into the fabric of human resources and operations work
• Impeccable commitment to protect the confidentiality of sensitive information
• Comfort with technology and learning new technologies
• Comfort working across cultures and difference, including experience and comfort working with people of color and transgender and gender non-conforming people
• Passion for social justice and human rights, including Reproductive Justice/Gender Justice
• Experience working remotely and across time zones preferred
• Bilingual Spanish/English a plus

**Computer Skills:** To perform this job successfully, the candidate should have comfort and a high level of proficiency with the Microsoft Office suite of programs, the ability to work with basic web platforms, database software, web browsers, social media, and conferencing software. Experience with HR Management software, Slack, and project management tools also desired.

**Travel:** When travel is safe again, travel will be around three to five times/year.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Hired candidates should be willing to perform any other related duties as assigned by their supervisor.

**Compensation/Benefits:** Annual salary range is $70,000 - $80,000, commensurate with experience. Very generous benefits include fully paid for employee and family health, dental, vision, matching 401K plan, as well as additional employer-provided reimbursements for fertility expenses, transgender health care costs and midwifery/doula expenses that are not covered by insurance. Three weeks of vacation upon hire and a generous holiday schedule including the last week of December, as well as a flexible work schedule.

**To Apply:** Please email a resume, three professional references, a professional writing sample, and a cover letter that includes your salary expectations and describes why you feel you are a strong candidate for this position to: hr@groundswellfund.org. Applications will be accepted until the position has been filled. No phone calls, please. Due to the high volume of applications, only those selected for further discussion will be contacted.

**Equal Employment Opportunity:** Groundswell Fund is a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. We are committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and that enables each of us to realize our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, beliefs, religions, faiths and ideologies, cultures, socio-economic backgrounds and levels of physical ability.