



GROUNDSWELL FUND

JOB DESCRIPTION

HUMAN RESOURCES DIRECTOR

Reports to:	Interim Co-Executive Director
Manager to:	Senior Human Resources Manager
Location:	This is a full-time telecommuting position
FLSA/Classification:	Exempt, Full-time, Regular
Salary:	\$135,000 annually or commensurate with experience

Overview: For 15 years, Groundswell has put intersectional grassroots organizing led by women of color, including transgender and gender expansive people of color, at the center of our giving. We have provided an essential irrigation system for social justice movements – a channel into which individual donors and foundations can pour resources to reach vital work at the grassroots. In the process, we have modeled and manifested a remarkable kind of philanthropy.

With 800 individual donors and 40 national foundations giving into Groundswell; women of color and TGNC people of color who come out of grassroots organizing deciding where those resources go; and over 200 grantees led mostly by WOC and TGNC people of color receiving our support; Groundswell is proof that solidarity and beloved community across lines of race, class and gender is indeed possible.

Building on our 15-year track-record of success (\$100M in grants and capacity-building moved to the field thus far), in December 2020, Groundswell launched our new 2020-2025 Blueprint to move \$100M to the field (through our c3 and c4 entities) by 2025. The Blueprint offers a pathway for Groundswell to stay the course in our existing successful strategic direction and to innovate in response to new learnings and the unique needs of this historic moment.

Position Summary: At Groundswell, we recognize the crucial roles that values-aligned human resources and organizational infrastructure building play in supporting a healthy organizational ecology. Well-run human resources departments are vital toward achieving those efforts. The Human Resources (HR) Director will lead and manage all human resources functions for Groundswell and Groundswell Action Fund. Accountable for Groundswell’s HR functions, the HR Director will serve as a key thought partner to the Interim Co-Executive Directors, Senior HR Manager, and senior management.

We are looking for a values-aligned, empathy-driven, innovator who will lead and create bold HR policies and initiatives; develop nimble and responsive systems as we continue scaling; create and implement policies and procedures; identify opportunities for greater efficiency in our operations; ensure legal compliance with all relevant local, state, and federal laws; and implement best practices to recruit, develop, train and retain a diverse and high-performing team. The HR Director must be comfortable operating in high-stakes, fast-paced environments during varying leadership transitions. A skilled strategist who can hold the long-term vision and goals of the organization in balance with the on-the-ground and daily functional needs, must be adept at “managing the middle” between the needs of the organization and desires and concerns of staff. Superior communication skills and emotional intelligence; the ability to foster respect, trust, and collaboration among team members and departments; and the ability to problem-solve creatively while setting the tone for clear articulation of our culture and values are key to success. Experience with and/or knowledge of the unique cultural experience of running HR in a fully remote environment is a plus.

Responsibilities:

I. Human Resources

(35% of FTE)

- Lead on the full scope of Groundswell’s HR functions, including policy development and implementation, systems development and application, talent management, recruiting, hiring, onboarding and offboarding, employee benefits and compensation, employee relations, performance management, and PEO and benefits management.
- Work with Interim Co-Executive Directors, senior leadership, and staff to identify growth and development needs, workplace challenges, talent gaps, and collaborate to develop solutions that address needs.
- Partner with Interim Co-Executive Directors and Senior HR Manager to identify, prioritize, and implement key HR initiatives that will support and drive organization wide efforts to deliver a values-aligned, best-in-class employee experience
- Lead an audit of Current Salary study in partnership with the Senior HR Manager to create title-based salary bands that are equitable and large enough for our current needs and long-term growth
- Manage relationships with our PEO and benefit brokers, and obtain and provide competitive and cost-effective employee benefits plans and programs.
- Conduct biannual industry compensation and benefits studies.
- Partner with Interim Co-Executive Directors and Senior HR Manager to solicit and integrate periodic staff and consultant feedback via employee engagement surveys, polls, focus groups, etc.
- Provide recommendations to Interim Co-Executive Directors and leadership teams on employee relations and performance management issues.
- In partnership with Interim Co-Executive Directors and Senior HR Manager, develop and administer all aspects of the annual evaluation process.

- Oversee employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.

II. Labor Relations

(35% of FTE)

- In partnership with labor attorney, own ongoing staff unionization process from start to finish.
- Serve as Board Appointed manager and approver of labor relations (unionization) process.
- Manage staff and leadership education around Unionization process, including legal compliance, NLRB/NLRA regulations, timelines, process, and more.
- Handle routine labor relations and human resource inquiries related to policies, procedures, and bargaining agreements; refers complex matters to appropriate management staff.
- Serve as the initial contact and liaison for intake and assessment of employee complaints.
- Collect information and data to assess cost and policy implications of negotiations and disputes. This may include management and union proposals, pay scales and wages, benefits, working conditions, and other mitigating circumstances.
- Maintain knowledge and understanding of laws and regulations related to EEO, ADA, affirmative action, collective bargaining, unions, labor relations, and human resources.
- Assists with preparation of documents and records required for contract negotiations, meetings, and negotiations with employee and labor organizations.

III. Management

(20% of FTE)

- Serve as an exceptional role model as a leader and manager, investing deeply in supporting and training the Senior HR Manager, growing her capacity and skillset
- Serve as the HR liaison and representative at Groundswell's Director Team meetings.
- Collaborate with the Interim Co-Executive Directors and Senior HR Manager to investigate a variety of employee-related issues, incidents and complaints, and resolve disputes through mediation and/or by recommending appropriate actions. Where applicable, conduct effective, thorough, and objective investigations.
- Partner with Interim Co-Executive Directors to lead decision making processes around employee disciplinary actions, meetings, terminations, and investigations.
- Develop and implement a supervisor handbook and trainings to solidify inhouse management upskilling.

IV. Compliance

(10% of FTE)

- Ensure fair application of personnel policies and procedures consistently across staff.
- Oversee compliance with compensation guidelines and related regulatory requirements (FLSA, Employee v. Consultant, etc).
- Partner 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 PEO 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 seven years of experience in non-profit human resources management, operations, or equivalent with at least 3 years being in a leadership/management capacity.
- Minimum 1 year of experience managing HR processes in a non-profit unionized environment.
- PHR/SHRM-CP or SPRH/SHRM-SCP certification highly preferred. If you do not currently have certification, you will be required to obtain certification within 6 months of onboarding.

Skills and Attributes

- High level of Emotional Intelligence (EQ) and ability to translate difficult and complex HR concepts in ways that are easily digestible for diverse stakeholders.
- Ability to initiate, facilitate, and mediate difficult conversations with staff at every level of the organization; knowledge of different conflict facilitation frameworks a plus.
- Ability to anticipate needs and proactively develop and implement solutions.
- Unwavering commitment to excellence and producing high quality work products with a superb attention to detail.
- Superior communication skills; knowledge of best practices around communication in virtual environments.
- Expert-level writing and editing skills (need to be able to write policy documents quickly and effectively).
- Experience leading in the midst of transition with demonstrated change management and organizational culture change experience.
- Ability to integrate and infuse social justice values into the fabric of human resources.
- Ability to align decisions on short-term priorities and resource allocation with long-term organizational goals, scale, and sustainability.
- Strong analytical, critical decision making, project management, and process improvement skills.
- Comfort with technology and learning new technologies.
- Passion for social justice, reproductive justice, and gender justice.
- Experience working remotely and across time zones preferred.
- Bilingual Spanish/English a plus.

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.

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 Asana also desired.

Work Schedule: Groundswell is a completely virtual organization, allowing for flexibility in work schedules for our staff across differing U.S. time zones. While work can usually be completed during standard business hours of the applicant's time zone, there may be times where early morning, evening, and weekend work may be needed to ensure organization-wide collaboration, to staff or attend events, and/or to meet organization workload needs during busy times of the year. When travel is possible again, staff whose jobs require travel can expect longer hours, as travel may happen outside of business hours and on weekends.

Travel: When travel is safe again, travel will be up to seven times/year for overnight events/meetings across the U.S. *Travel needs will be evaluated and determined on an ongoing basis with an eye toward staff safety as we continue navigating COVID-19.*

Compensation/Benefits: Annual salary is \$135,000, 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 a week during the summer and the last two weeks of December, as well as a flexible work schedule.

To Apply: Please email a resume, three professional references, and a cover letter that includes your salary expectations and describes why you feel you are a strong candidate for this position to Jazmin Edwards, Senior HR Manager, hr@groundswellfund.org. Applications will be accepted and reviewed on a rolling basis until the position has been filled. Due to the high volume of applications, only those selected for further discussion will be contacted. Please, no phone calls.

Equal Employment Opportunity: The Groundswell Fund is a 501(c)(3) public charity 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.