

# We are Good+Foundation.

## Human Resources Manager

### POSITION SUMMARY

Founded in 2001, Good+Foundation is a leading national nonprofit that works to dismantle multi-generational poverty by pairing tangible goods with innovative services for under-resourced fathers, mothers and caregivers, creating an upward trajectory for the whole family.

In 2010, Good+ expanded programming to intentionally include fathers, because the more we invest in fathers, the greater impact we see on children and families. Our Training Academy helps new social workers and other direct service providers address their implicit biases and increase father engagement in their outreach. In 2020, Good+ launched an emergency microgrants program to provide cash assistance to families struggling to provide for their families. Since that time, Good+Foundation has donated over \$586,500 to help parents cover the cost of groceries, rent, medical expenses and other essentials.

Good+Foundation is seeking a full-time Human Resources Manager to meet the evolving and expanding needs of our organization and staff. This new position will report to the Chief Program & Operations Officer and will play a pivotal role in supporting all aspects of the employee experience at Good+Foundation, including recruiting, onboarding, benefits management, cultivating the professional growth of our national team (currently 15 staff members in NY & 4 in LA), coordinating and updating internal HR policies and procedures, and the offboarding process.

### PRIMARY RESPONSIBILITIES

- Oversee all aspects of Good+ Human Resources practices with an intentional lens of diversity, equity, and inclusion that reflects Good+ organizational values: tenacity, humility, fierce devotion, transparency, and financial and operational efficiency.
- Support employee recruitment and hiring processes in collaboration with departmental managers to ensure a productive and equitable talent acquisition process.
- Work with relevant Good+ staff to coordinate a comprehensive and supportive onboarding process for all new hires.
- Build relationships internally across the organization to be seen as a trusted partner and resource for all Good+ staff members and the Human Resources Committee of the Board of Directors.
- Develop learning and team-building experiences and opportunities to enrich the employee experience at Good+ (that includes follow-up beyond just the immediate experience) while helping staff members feel energized, valued, and heard.
- Manage day-to-day administration of all employee benefits in conjunction with our PEO, Tri-Net.
- Serve as the primary resource for employees on all Human Resources policies and practices, including handling questions about benefits, payroll, leaves of

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absences, performance review processes, staff development, and management practices.

- Maintain accurate HR files and systems ensuring that all information is accurate and current.
- Support the performance review process, including research into new performance review systems to support organizational and employee growth and retention.
- Serve as a trusted resource for staff members when performance management issues or grievances may arise; coordinate with pro bono legal counsel as needed.
- Facilitate a smooth off-boarding process for departing Good+ staff members in collaboration with departmental managers.

## **ESSENTIAL REQUIREMENTS/EXPERIENCE**

- Bachelor's Degree with demonstrated interest in the Human Resources field
- 5+ years progressive experience working in Human Resources, ideally in a nonprofit setting
- Superb organizational skills and ability to think strategically when implementing cross-organization systems and practices
- Exceptional emotional intelligence and ability to handle complex, confidential employee issues with tact, discretion, and empathy
- Ability to apply knowledge and skills in a professional, ethical manner focused on both equity and problem-solving
- Strong commitment to direct, clear communication while demonstrating discretion and professionalism
- Flexible and able to work well under pressure
- Demonstrated enthusiasm for creating opportunities for employees to learn, grow, and bond to foster a positive and inclusive workplace culture
- Strong commitment to DEI and cultural competency
- Passion for the Good+ mission
- Proficient with basic computer/database software and both electronic and paper file management
- Experience working with a PEO a plus

**Salary:** \$70,000-75,000 + generous benefits package that includes health insurance, 403(b) retirement, 14 paid holidays and paid sick, personal and vacation time

**To apply:** Please send a resume and cover letter to [hr@goodplusfoundation.org](mailto:hr@goodplusfoundation.org). Please write "Human Resources Manager Applicant" in the subject line.

*The Human Resources Manager will be required to be on site approximately 2-3 days/week at our NY office, located in Manhattan's Garment District.*