

HR MANAGER JOB DESCRIPTION

The American Constitution Society is hiring a Human Resources (HR) Manager to oversee all aspects of human resources practices and processes. The HR Manager will plan, lead, develop, and coordinate the policies, HR activities for ACS, ensuring legal compliance and implementation aligned with the organization's mission and talent strategy. HR Manager duties will involve managing activities such as job design, recruitment, employee relations, performance management, training & development, and talent management.

The HR Manager will report to the Chief of Staff and will take the lead in ensuring ACS continues to be a happy and productive workplace where everyone works to realize our established mission and objectives. Promoting ACS values and shaping a positive culture as well as a "customer service" approach to coworkers is a vital aspect of the HR Manager job description and specifications. A commitment to diversity, equity, and inclusion is a top requirement.

RESPONSIBILITIES

- Recruits, helps with interviews, hires, and works collaboratively to onboard new staff.
- Provides a framework for constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.
- Works collaboratively to offboard departing employees.
- Collaborates with senior leadership to understand the organizations goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organizations human resource compliance and strategy needs.
- Administers, oversees, or collaborates on the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters, disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Bridges management and employee relations by addressing demands, grievances, or other issues.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Assists with development, engagement, motivation, and preservation of current staff.
- Nurtures a positive working environment.
- Monitors research and analysis of organizational trends in the nonprofit sector.
- Monitors and collaborates with other organizational leaders and advisors to ensure the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.

- Develops and implements departmental budget.
- Facilitates professional development, training, and certification activities.
- Performs other duties as required.

QUALIFICATIONS

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Training and/or experience in promoting diversity, equity, and inclusion.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite.
- Proficient with, or the ability to quickly learn, the organization's HR software such as JourneyX.

EDUCATION AND EXPERIENCE

- Bachelor's degree in human resources, Business Administration, or related field required; Master's degree preferred.
- At least five years of human resource experience required.
- Certifications such as SHRM-CP or SHRM-SCP, or other professional certifications, are highly preferred.

BENEFITS

- Salary range \$75,000-\$80,000
- Generous health, vision, dental, life insurance.
- Paid holiday, vacation, and sick leave.

HOW TO APPLY

Those wishing to apply should submit a résumé and cover letter (each as a PDF) to Jeran Wiebke, Office Manager & Bookkeeper, at jobs@acslaw.org.

Please include "HR Manager" in the subject line.

ACS values a diverse workforce and an inclusive culture. ACS encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status.