



<b>Job Title:</b>	<b>Human Resources Manager</b>	<b>Department:</b>	<b>Finance &amp; Administration</b>
<b>Reports To:</b>	<b>Director of Finance and Administration</b>	<b>FT / PT</b>	<b>Full Time</b>
<b>FLSA Status:</b>	<b>Exempt</b>	<b>Salary Range:</b>	<b>\$53,000-71,000</b>

***NFCC is a 501(c) 3 nonprofit organization whose mission is to help ease hardship & foster financial stability in our community.***

**Job Summary:** At NFCC the Human Resources Manager handles all employee-related processes and procedures. This role will be responsible for Recruitment and Onboarding, Job Design, Employee Relations, Performance Management, Training and Development, Employment Compliance, Total Rewards and Talent Management. This position reports to the Director of Finance and Administration and will interact with the entire management team by providing guidance on all Human Resources related topics at NFCC.

**Job Responsibilities:**

- Develop and implement HR strategies and initiatives that align with NFCC’s overall mission and strategic plan.
- Bridge management and employees by addressing demands, complaints, or other issues.
- Create and manage the recruitment, selection, onboarding and off boarding processes.
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital at NFCC.
- Create employee relations programs that promote a positive working environment.
- Design and oversee performance management programs that help drive high performance.
- Create and manage total compensation programs, including job descriptions, benefits design, salary structures, and annual reviews.
- Ensure NFCC’s employee handbook complies with all regulations, is kept up to date and that all managers and employees comply with NFCC policies.
- Ensure all employee data is maintained in applicable HR Systems.
- Ensures that NFCC follows all employment compliance regulations, such as EEOC, FLSA, ADA, FMLA, OSHA, DOL.
- Design and facilitate employee training programs.
- Maintain Human Resource metrics that support NFCC’s objective such as time to fill positions, turnover, employee relations matters, injuries, etc.
- Attends NFCC events as needed.

**Education and Experience**

- Bachelor’s degree in human resources or related field.
- 3-5 years of Human Resources experience, preferably in multiple HR disciplines.

**Job Requirements:**

- People oriented and results driven.
- Previous experience building employee relations programs that support a positive workplace.
- Ability to prepare and analyze human resource metrics.
- Ability to design compensation and benefit plans.
- Knowledge of HR systems and databases.
- Proven ability to create a Human Strategy for NFCC.
- Excellent active listening, negotiation, and presentation skills.
- Competence to build and effectively manage interpersonal relationships and resolve conflict at all levels of the company.
- Excellent facilitation skills.
- Strong leadership skills.
- In-depth knowledge of all human resources regulations.
- Must be able to develop a training strategy that helps optimize the talent.
- Demonstrated ability to meet deadlines and prioritize simultaneous requests.
- Criminal background check clearance.
- Negative drug test screening.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Must be able to work in an office environment for up to 8 hours, lift, push or pull up to 10lbs.

EEO Statement: NFCC is an Equal Opportunity Employer, NFCC does not discriminate based on race, religion, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disabilities, national origin, veteran status, or any other basis protected by the law. All employment is decided based on qualifications, merit, and business need.

To apply: Send resumes to Michelle Burton, Director of Finance, at [mburton@nfcchelp.org](mailto:mburton@nfcchelp.org) and Sandy Holiday, Executive Director, at [sholiday@nfcchelp.org](mailto:sholiday@nfcchelp.org).