



***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, Talent Management, and Leave of Absence. 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.
- Ensure that NFCC follows all employment compliance regulations, such as EEOC, FLSA, ADA, FMLA, OSHA, and 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.
- Maintain strict confidentiality regarding any sensitive situations involving employees or NFCC including but not limited to payroll, hiring/termination processes, legal issues, donor information, audits or board matters.
- Coordinate, approve, and track requests for FMLA and other absences.
- Determine if employee is eligible for FMLA through review, documentation, and tracking. Draft the necessary letters and notify the employee within the timeframe specified.
- Ensure all payroll transactions are processed efficiently.
- Collect, calculate, and enter data in order to maintain and update payroll information.
- Maintain payroll operations by following policies and procedures.
- Attend NFCC events as needed.
- Perform other duties as assigned.

## 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.
- Participation in continuing education courses. Conferences, lectures, and webinars to stay up to date on current trends, topics, and new regulations.
- Membership in local organization chapter for HR professionals to network in the Non-Profit and For-Profit industries.
- Ability 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.

**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 Competencies:

- **Analytical** - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures.
- **Business Acumen** - Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.
- **Initiative** - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.
- **Innovation** - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Judgement** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

- **Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- **Problem-Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

**Physical Demands and Work Environment:** Work is performed indoors in an office setting sitting in front of a computer 80% of the time. Must be able to lift, push, or pull up to 10 lbs.

**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 needs.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

To apply, please send a resume to [jobs@nfcchelp.org](mailto:jobs@nfcchelp.org)