



CHICAGO FOUNDATION FOR WOMEN

HUMAN RESOURCES MANAGER

FOR BEST CONSIDERATION, PLEASE APPLY BY MARCH 30, 2021.

ABOUT CHICAGO FOUNDATION FOR WOMEN

Chicago Foundation for Women (CFW) invests in women and girls as catalysts, building strong communities for all. CFW funds organizations working to solve the biggest problems facing women and girls: economic insecurity, violence, and lack of access to health care and information. In addition to grantmaking, CFW invests in developing women leaders and advocates, and brings together diverse coalitions to collaborate, share resources and develop solutions. Since its founding in 1985, CFW has invested over \$40 million in organizations supporting women, girls, trans, and gender non-binary people across the Chicago metropolitan region.

ABOUT THE OPPORTUNITY

The Human Resources (HR) Manager contributes to the success of Chicago Foundation for Women by providing a full range of professional-level HR operations, support and change management for the organization. In addition, the HR Manager will provide support to select members of CFW's grantee community, providing coaching and hands-on assistance when appropriate. The HR Manager will help both CFW and grantee partners embed a deeper gender and racial equity framework within their respective HR functions.

The ideal candidate will be a strategic and thoughtful problem solver, an adaptable change-agent and collaborator, and a respectful coach-like leader. The Human Resources Manager will have the unique opportunity to build the HR function and along with the management team, assist in providing people strategies and solutions for the organization in a time of rapid change during the pandemic and in the post pandemic environment. The Human Resources Manager reports to the Foundation's President.

ESSENTIAL RESPONSIBILITIES AND FUNCTIONS

- Administer all human resource activities including benefits management, recruiting, selection and retention, hiring and termination, orientation, compensation, training and development, counseling, employee relations, conflict resolution, performance evaluations, and employment policies and procedures in accordance with company and legal guidelines.
- Participate as a member of the management team, which involves regular communications, meetings, and shared assignments and projects.
- Train team on best practices of employee management, supervision, mentoring, and internal policies, including process and timeliness of disciplinary action when needed.
- Identify staffing and development needs and implement systems to maintain that the Foundation's fully staffed and trained. Facilitate the use of any temporary employment as needed.
- Provide a comprehensive report of open and filled positions and the metrics around the recruitment efforts (posting costs, time to fill, etc.).
- Oversee postings for job opportunities, including writing effective postings, choosing where to post, and tracking postings.
- Review and update all job descriptions to ensure compliance with FLSA.
- Ensure the compensation and benefits structure is as competitive in the sector as possible so that CFW can make more efficient and consistent decisions when hiring, promoting, and giving raises/incentives.
- Provide prompt and accurate guidance to staff regarding all benefit programs.
- Responsible for policy interpretation and ensuring implementation of policies as related to grievances and/or performance management.
- Advise CFW staff of prompt and accurate completion of all status changes including background checks, health records, and professional references and ensure proper documentation.
- Obtain all proper documentation for terminations. Coordinate exit interviews and exit procedures.
- Identify trends in attrition and develop solutions.
- Implement HR policies and procedures to provide reliable and efficient service, as well as a kind, respectful and productive work environment.

- Provide training and coaching for the staff and grantees on effective, timely and effective leadership, communication, and job performance reviews.
- Create a professional development planning process so CFW can continue to promote from within.
- Create a plan and process for long-term HR effectiveness.
- Oversee employee safety and health matters, specifically regarding ergonomic needs and the administration of workers compensation claims.
- Keep apprised of federal, state, and local employment laws and regulations in order to ensure compliance.
- Instill diversity, equity, accessibility and inclusion principles in all human resource policies and practices.
- Maintain up to date and accurate employee statistics on educational levels, positions, salaries, and medical benefits.

DOCUMENTATION

- Monitor and maintain all employment files.
- Process and submit necessary employment/licensing documentation to appropriate agencies in a timely manner.
- Review, analyze, research, and upgrade documents as related to employment policies and procedures. Disseminate to staff.
- Maintain all agency reports such insurance, licensing, etc.
- Manage the process for utilizing volunteer workers.

COMPLIANCE

- Ensure that the facilities are in compliance with applicable state and local standards, including COVID requirements.
- Maintain Office Procedure Manual. Update as necessary.
- Maintain Employee Handbook. Update as necessary.
- Ensure the above are in compliance with FLSA.
- Assist with enrolling team in benefits programs.

ADMINISTRATION

- Work closely with other content area specialists.
- Oversee and maintain necessary documents for volunteers.
- Function as primary liaison for HR vendors.

WORK ENVIRONMENT

- This position operates primarily in an office environment that is accessible.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee may be asked to lift and/or move objects up to 25 pounds.
- This position requires attendance during business hours, (8:00am – 4:00pm, 9:00am – 5:00pm, or 10:00am – 6:00pm) Monday through Friday.
- Occasional night and weekend hours are required.
- Workplace is a smoke and drug-free environment.

ESSENTIAL QUALIFICATIONS

- Passionately supports, understands, and can communicate the Foundation's mission.
- Minimum 2 years of experience with demonstrated success as a human resource professional
- Minimum of 2 years of professional or volunteer experience in the nonprofit sector
- Experience with implementation of policies that support diversity, equity, accessibility and inclusion
- Excellent written and verbal communication skills
- Demonstrated experience interacting with executive-level volunteers

- Sincere commitment to work collaboratively with all constituent groups, including staff across multiple departments, board members, donors, foundation grantees, and other supporters
- In-depth knowledge of staff development, acquisition, benefits and/or employee relations
- Ability to manage multiple projects and meet short deadlines
- Ability to think creatively and problem solve
- Ability to maintain confidentiality

COMPENSATION AND BENEFITS

The salary for the Human Resources Manager is \$65,000, depending on experience, plus benefits.

HOW TO APPLY

Chicago Foundation for Women has retained Morten Group, LLC to conduct this search.

Applicants should email a cover letter and resume in PDF format to executivesearch@mortengroup.com with the subject line “Chicago Foundation for Women – Human Resources Manager Search.” Cover letters will be evaluated as a writing sample and should include the applicant’s salary requirements. Application materials must be directed to the email address above. No phone calls, please. For best consideration, applications should be received by March 30, 2021. Applications will be accepted until the position is filled.

Chicago Foundation for Women is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. CFW does not discriminate against any individual with respect to the terms and conditions of employment based on that individual’s race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. CFW is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.