

Manager of Human Resources with RARE Conservation

<http://www.rareconservation.org/>

Organization Background

Rare is a fast-growing, international environmental organization that runs social marketing campaigns in more than 50 countries. Named to Fast Company magazine's list of "Top Social Capitalists" for the last four years in a row, Rare is committed to bringing a spirit of entrepreneurship and creativity to solving one of this century's great challenges - building public support for conservation.

Rare is also committed to hiring entrepreneurial, best-in-their-field staff at all levels of the organization. Whether it's a vice president or a finance assistant, every staff member at Rare possesses a desire to change the way non-profits do business and to help scale an exciting model for social change.

The Rare Board adopted a five year strategic plan that entails tripling in size and impact by 2012. They have made significant investments of time and funding to kick start growth and asked Rare to focus on recruiting top talent.

Position Background

Rare is seeking a driven and customer-service focused Manager of Human Resources to support the Senior Director of Human Resources in developing, implementing and directing human resources policies, programs and practices. This is an exciting opportunity for a professional with recruitment experience and proven success managing benefits and compensation to grow their skills and competencies and take on a wide variety of tasks that directly influence the success of the organization. The Manager of Human Resources has primary responsibility for benefits administration, personnel administration, managing compensation and payroll processes, office administration, and the annual retreat. The Manager of Human Resources will also play a lead role in recruiting new staff, developing and administering staff-wide training and development programs, and coordinating staff morale and engagement initiatives in conjunction with the Senior Director of Human Resources.

Responsibilities

Recruitment

Under the direction of the Senior HR Director, the Manager of Human Resources will:

- Independently lead the recruitment and selection process, including full lifecycle recruiting from meeting with Hiring Manager to making offer on specified domestic and international positions as assigned by the Senior Director of Human Resources.
- Assist with all aspects of recruiting including advertising, screening, interviewing and negotiating offers as requested.

Staff Development and Learning

Under the direction of the Senior HR Director, the Manager of Human Resources will:

- Help to develop and administer staff-wide Training and Development Programs.
- Help to develop and implement the annual performance review process in conjunction with the VP Operations and Finance
- Take full responsibility for administering and monitoring the \$2,000 per person Training Allowance for each staff member
- Develop and improve the organization-wide resources and training opportunities

General Human Resources Support

Under the direction of the Senior HR Director, the Manager of Human Resources will:

- Maintain and expand upon company knowledge and understanding of regulations, industry trends, current practices, new developments and applicable laws regarding human resources both within the US and internationally
- Consult with legal counsel as needed on visa requirements, or as directed by the VP Operations and Finance on personnel matters and employee relations.
- Support employee relations initiatives and culture building programs
- Works directly with senior staff to assist them in carrying out their responsibilities on personnel matters; Provide support and counsel to all employees of the organization

Benefits Administration

- Manage all aspects of employee benefit programs including health insurance, dental insurance, life and disability insurances, 401k plan, International Retirement Savings Plan, etc.
- Conduct an annual evaluation of benefit policies and cost comparisons; responsible for timely renewals of insurance plans
- Oversee compliance and reporting functions associated with Federal, State and Local laws
- Maintain centralized documentation on each policy and update the Benefit Descriptions and Contact Information on a quarterly basis or as needed
- Establish standard operating procedure for renewals and payments of invoices for all benefit programs

Personnel Administration

- Maintain all employee and contractor records and personnel files
- Administer global personnel policies and procedures to ensure equitable policies, benefits and personnel procedures across Rare's regional offices
- Oversee and serve as the point of contact for staff payroll processes and procedures
- Manage the New Hire Orientation processes which include all personnel start up paperwork and agreements; organizing introductory training and first week's agenda; facilitating necessary work space and equipment

Human Resources Office Administration

- Manage the Arlington budget and ensure expenses are within monthly and annual expenditure allowances
- Maintain and evaluate annually all business insurances including workers compensation, liability, property, etc.
- Establish and maintain Rareplanet intranet site with regard to all HR communications, forms, and training resources

Retreat Planning and Support

- Manage the staff retreat budget and the logistical planning of the annual staff retreat.
- Coordinate venue, airfares, accommodation and work committees to assist in the logistical coordination of this annual event
- Support to the Senior Director of Human Resources and Senior Leadership Team on establishing the agenda and itinerary for training and other events
- Assist in structuring the annual budget

Qualifications

- At least three years in a Human Resources capacity; experience with recruiting, benefits administration and training preferred; advanced knowledge of the principles, practices and procedures relevant to nonprofit and/or global Human Resources Management is strongly preferred

- Prior experience in performance management and competency modeling a plus
- Ability to work well and communicate effectively with others; demonstrated success serving multiple constituencies and moving initiatives forward
- Superior interpersonal, organizational, planning and analytical skills required
- Demonstrated success writing and developing personnel policies and procedures
- Experience with MS Office (Word, Excel, Outlook, PowerPoint) required
- Spanish, Chinese and Bahasa Indonesian language skills a plus
- Willingness to travel based on needs of the position
- Minimum of a BA or BS degree in Business Administration or Human Resources

Benefits

Rare not only inspires conservation, we also inspire our employees. In addition to fully covered health insurance, a retirement savings plan, and generous vacation/holiday leave time, Rare's benefits include an annual training budget for continuous learning and growth, a bonus plan that ties to individual and organizational performance, and a flexible and fun work environment. And to make sure no one gets cabin fever, there's an annual staff retreat that brings every staff member together to support our work around the world.

To Apply:

Please upload a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, both in Word format and addressed to Deborah Chamberlin at <http://jobs.cgcareers.org/application.aspx?id=1505>. Applications will be reviewed on a rolling basis.

Rare is an Equal Opportunity Employer.

About Commongood Careers: Rare has partnered with Commongood Careers to conduct the search for a Manager of Human Resources. Commongood Careers (www.cgcareers.org/) is a nonprofit search service that connects talented individuals to organizations that are dedicated to creating positive social change. Founded and staffed by nonprofit professionals, Commongood Careers offers personalized, engaged services to jobseekers and organizations throughout the hiring process, as well as access to a wealth of knowledge about nonprofit careers.