Human Resource Manager

Nest is a New York City based 501(c)3 nonprofit committed to furthering global workforce inclusivity, gender equity, and cultural preservation through responsible development of the global craft sector. Through holistic programming, Nest is reimagining the future of work and advocating for the interests of overlooked artisan and maker businesses to advance gender equity and deepen economic inclusion for women and vulnerable populations in the United States and around the world. Through a comprehensive suite of programs, Nest supports over 1,600 micro and small businesses as they develop their operations to access meaningful market opportunities and achieve long-term success.

Human resources is essential to Nest for a myriad of reasons that include areas such as HR compliance, DEI work, hiring practices, employee onboarding and engagement, reducing turnover and guiding our team’s experience through the employee life-cycle. This role within the organization’s infrastructure will fulfill a significant need for Nest. The Human Resource manager will oversee, monitor, and develop (as necessary) comprehensive HR strategies, policies and practices that support Nest’s employees and spearheads the organization’s efforts to create a diverse, respectful, welcoming, and inclusive work environment for all staff. This role will report to the Director of Finance.

Duties and Responsibilities:

1. Assures the organization’s culture, hiring and performance management processes are competitive and high functioning
   - Provides day-to-day direction for all aspects of human resources, acting as first point of contact for all staff HR needs
   - Develops and leads equitable and consistent hiring processes across the organization with special emphasis on expanding the recruiting network to attract a diverse pool of candidates of the highest caliber
   - Develops and implements a dynamic onboarding experience for each new hire, making sure core values are intrinsic to the process
   - Develops and leads separation process for departing employees including conducting exit interviews and synthesizing learnings
   - Create and maintain employment records related to events such as hiring, termination, leaves, transfers or promotions
   - Administers benefit programs such as health insurance, vacation, sick leave, and leave of absence
   - Develops, operationalizes, and monitors both performance evaluation processes and continuous feedback methods, working with executive leadership to ensure goals are met
   - Ensures compliance with all local, state, and federal laws while supporting employee growth and development
   - Oversees and manages Nest’s relationship with our Global Payroll provider to insure that contracted employees are in compliance with local laws and Nest policies
   - Makes revisions or updates to company’s employee handbook as necessary on an annual basis

2. Cultivates diversity, equity, and inclusion within the organization
   - Manages Nest’s personnel’s ongoing internal racial equity work
   - Designs and leads programs that integrate Nest’s core values among all staff
   - Assists company leadership in operationalizing Nest’s DEI values statement
   - Supports and fosters communication around DEI work the organization
   - Develop and oversee internal and external equity metrics

3. Supports organizational performance management
- Maintains annual company work plans and updates regularly with staff
- Develops organization’s dashboard, revising pertinent data as needed, in a timely fashion
- Organizes all-staff meetings (all types), completing the necessary scheduling and agendas

4. Promotes staff development and team building
   - Maximizes Nest’s use of online tools, coaching, counseling, and professional development resources
   - Structures and manages comprehensive HR Public digital filing system, including company policies, procedures, current job descriptions, etc.
   - Plans and participates in annual staff retreats exercises
   - Plans and executes other employee bonding experiences including encouraging localized meet-ups, volunteer days and other team building sessions

5. Provides thought leadership on remote work and general organizational design
   - Stays abreast of the nonprofit sector and human resources trends through relevant webinars, books, articles, blogs, and other sources with a specific emphasis on improving remote work environments
   - Keeps abreast of team happiness and where remote work tensions are arising, creatively problem solving when needed

Requirements:

- Bachelor’s degree in Business Management or Human Resources required
- Minimum of 3 years’ experience in human resources required
- Ability to work as part of a team with little direct supervision
- Strong Microsoft Office (Excel, Word, PowerPoint, SharePoint, etc.) skills
- Experience with Google Drive (permissions, data storage, user set-up and management)
- Strong communication skills, both written and verbal
- Strong customer service, time management, communication, and interpersonal skills
- Ability to adapt and thrive in a growing and changing environment
- Strong organizational skills with the ability to work independently, manage workload, and meet deadlines required

Salary and Benefits

Nest offers competitive salaries determined using nonprofit salary rate guides published annually in major US cities. The salary will ultimately be determined based on previous experience and geographic location of the selected candidate, with an expected range between $55,000 to $75,000.

Additionally, Nest provides an annual contribution of 10% of your salary directly into a SEP IRA retirement account on your behalf, with no matching required. For full time employees, Nest provides full medical insurance coverage (medical, dental, vision) and covers 50% of dependents. One vacation day is accrued each month (annual total of 12 days) plus an additional 20 pre-set PTO days are given which include holidays and a one week winter break at the end of December through New Year’s Day. All travel costs, when required, will be covered by Nest.

Instructions for Applying

To be considered, please send your interest to marta@buildanest.org and we will send instructions for completing your application. The subject line should include your name and the position title.