

evelyn & walter HAAS JR. fund

Human Resources, Senior Associate

Position Description

The Evelyn and Walter Haas, Jr. Fund works to advance equality and justice so every person can thrive and live life with dignity and hope. Rooted in the Bay Area, the Haas, Jr. Fund is guided by an enduring set of core values. These values reflect the founders' vision and shape everything the Haas, Jr. Fund does.

- **Inclusion:** We celebrate the rich differences in human identity and embrace the perspectives of all people.
- **Respect:** We are guided by the wisdom and voices of people and communities working for change.
- **Collaboration:** We believe in the transformative power of working together to advance a shared vision.
- **Courage:** We take a stand to make a deep and lasting difference on urgent social issues.

About the Evelyn & Walter Haas, Jr. Fund

The Haas, Jr. Fund focuses on a set of issues confronting California and our Bay Area community. Among our priorities: building a fairer, more representative democracy in California; advancing more humane approaches to immigration and expanding opportunities for immigrant youth and families; full equality for the LGBT community; and making higher education more affordable for lower-income California students. For more information, visit us online at www.haasjr.org. The Haas, Jr. Fund has a full-time staff of 18 professionals and assets of approximately \$470 million. Located in downtown San Francisco, it has awarded over \$670 million in grants since its founding in 1953.

The Haas, Jr. Fund aspires to build an organizational culture that is inclusive and that allows all of us to live and breathe our values and lean into Haas, Jr.'s core strengths. We believe deeply in our staff members, we take care of each other, and we work to develop our colleagues' skills and help them grow. We collaborate to lift up good ideas and diverse perspectives while embracing innovative solutions. We work with passion and gratitude for the opportunity to make a positive impact and change people's lives.

Position Summary

The Human Resources, Senior Associate, is a key member of the Haas, Jr. Fund's operations team, who will work to ensure that the workplace environment cultivates a sense of community, inclusiveness, safety, and is always in line with the Haas, Jr. Fund's core organizational values. The Senior Associate must be a well-organized, detail-oriented professional with a desire to develop and implement HR strategies and planning for equal and fair treatment of all employees, as well as handle the day-to-day HR management. The position serves as point of contact for all employees regarding HR issues and will advise senior management on policy development.

The Human Resources, Senior Associate, will be an approachable, inclusive, and trusted professional at all levels across the organization. This position's work will have intersections with the full employee lifecycle, including recruitment, retention, outreach, training, and professional development. This position will also require strong confidentiality and integrity, and a capacity to build good working relationships with all members of the diverse team at the Haas, Jr. Fund.

Essential Functions and Responsibilities

The Human Resources, Senior Associate, reports to the Vice President of Finance and Operations ("VPFO") and works closely with the Controller and senior management. The position has responsibilities in two primary areas: Human Resources and Inclusion and Culture.

HUMAN RESOURCES

- Serve as the primary point of contact for employee relations.
- Assist in managing the employee benefits program, including healthcare, retirement, subsidies, workers' compensation, and safety and wellness programs.
- Manage all aspects of recruitment, hiring, onboarding and offboarding processes.
- Oversee the employee handbook for accuracy, legal compliance, updates, and distribution.
- Guide management and employee actions by researching, developing, writing, and updating HR policies, procedures, methods, and guidelines, as well as ensure that they are administered consistently across the organization.
- Work with the VPFO to develop and manage employee professional development, staff wellness, and appreciation programs, including celebrations.
- Work with the leadership team to develop and manage the annual goal setting process that includes ongoing feedback, accountability, and evaluation process. Lead the effective and efficient administration of the staff development process, making sure that the organization's managers are equipped to engage in constructive and ongoing feedback and coaching, collaborate effectively when co-managing staff, and

encourage staff to actively participate in identifying and addressing areas for growth and development, as well as performance gaps.

- Administration of retirement plans, including assistance during year end reporting and non-discrimination testing.
- Oversee the management of the payroll processing system, including required ACA forms and other reporting required by law.
- Administration and monitoring of all leaves of absence, unemployment, and worker's compensation insurance claims.
- Organize and securely maintain all employee files and related records in accordance with applicable state and federal regulations and standard HR guidelines.
- Maintain current knowledge and application of all relevant laws and regulations at the local, state, and federal level relating to employment, and ensure organizational compliance and reporting. Stay current with best practices and trends in the field.
- Design and implement a strategy to optimize and integrate HR technology, which enables employees to easily perform people-related transactions, facilitates delivery of effective HR services, securely stores employee data, and supports people-related decisions.
- Perform other HR-related duties as assigned.

INCLUSION AND CULTURE

- Responsible for implementing projects and practices that support the Fund's efforts to foster a positive and inclusive culture that reflects organizational values and fosters belonging while encouraging ideas and feedback from all levels of the organization.
- Assist in operationalizing our organizational inclusion and culture commitments in conjunction with senior management, staff and external consultants.
- Coordinate, plan and organize inclusion and culture training, workshops, and special events in conjunction with employee groups to create opportunities for meaningful connection and learning experiences about inclusion and culture, including race, ethnicity, gender, sexual orientation, identity, religion, etc.
- Work in collaboration with the VPFO to develop equitable HR policies that include all aspects of HR such as hiring, benefits, compensation practices, supervision, etc.
- Manage the periodic assessment of pay equity across the organization and stay current with new developments in EEO/AA/Equal Pay regulations.
- Work in collaboration with the VP of Programs to infuse equity into grantmaking practices, program work, and to strengthen trust-based grantee relationships.
- Participate in a staff committee on diversity and inclusion and work with external consultants.
- Provide regular updates on inclusion and culture goals and activities, including reports on staff, board, and grantee demographic data, as well as implications for

future action. Assist in collecting demographic information in an accurate and confidential way.

- Offer ideas to advance and institutionalize inclusion and culture values and goals through recommendations about process, practices and partnerships based on best practices in the field.
- Identify and implement strategies to advance culture priorities and enhance employee engagement through support, leadership and staff development, regular feedback and coaching, career pathing, and promoting an inclusive organizational culture.
- Assist in managing organizational inclusion and culture continuous learning and improvement activities in coordination with senior leadership team, staff workgroup and consultants.

Skills and Qualifications

- A minimum of 6 years of HR generalist experience partnering directly with senior leadership to develop, align and implement HR and organizational development strategies; nonprofit experience preferred.
- A bachelor's degree and PHR certification.
- Experience with Paychex and an HRIS platform preferred.
- Proficient skills in Microsoft Office 365 applications.
- The ability to work collaboratively across all departments and establish productive, collegial relationships both internally and externally.
- Able to handle sensitive and confidential information with discretion and develop trust with colleagues at all levels of the organization.
- Experience implementing systems for talent management, compensation and benefits, and HR technology.
- Working knowledge of employment laws, state and federal compliance requirements and HR best practices.
- A strong interest in inclusion and culture learning and development practices to advance organizational inclusion and culture values and foster an inclusive culture of mutual respect and collaboration.
- Excellent project management skills and attention to detail.
- Outstanding verbal and written communication skills as well as strong emotional intelligence, conflict resolution and interpersonal skills.
- Documentation skills, including organized filing of electronic and paper documents, and ability to produce "how-to" policy documents.

Competencies

- A demonstrated commitment to the Haas, Jr. Fund's mission and values, and the work of advancing equality and justice.

- Capable of building good working relationships across a diverse team, including awareness of the nuances of race, ethnicity, gender, identity and orientation.
- Ability to be attuned to staff needs and aspire to help build strong collegial partnerships including listening and probing skills to understand underlying employee needs and/or root cause of an issue.
- An empathetic professional with excellent interpersonal, negotiation, and conflict resolution skills.
- Ability to exercise independent judgment and interpret and apply policies and regulations to specific situations.
- Strong interest in learning and growing as an organizational inclusion and culture manager.
- Compassion, empathy, a sense of humor, flexibility, and a dedication to high-quality work with an ability to engage in fun and spirited discussions.

Salary and Benefits

The Haas, Jr. Fund offers competitive salaries and comprehensive benefits. The salary range for this full-time position is \$110,000 to \$125,000 based on experience, credentials, and industry-related HR and diversity, equity and inclusion knowledge. The Fund provides an excellent comprehensive benefits package, including generous medical, dental, and vision plans; paid time off; holidays; a substantial employer contribution to 401(a) retirement plan; mass transit subsidy; as well as volunteer and matching grant support.

The Haas, Jr. Fund maintains a hybrid work policy that requires two days per week in the downtown San Francisco offices plus attendance at organization-wide events. In compliance with the Fund's mandatory vaccination policy, the Fund requires proof of full vaccination against Covid-19 as a condition of employment. Accommodations based on medical and religious exemptions will be considered.

To apply, email a cover letter, resume, and list of three references (candidates will be notified in advance of any outreach to references) to hr@haasjr.org. Use the subject line: Human Resources, Senior Associate. Please submit PDF files only (one combined PDF file is preferred). Applications will be accepted until filled.