



Do you:

- Support building an anti-hunger movement in Colorado?
- Like working as part of a team and developing leadership in others?
- Approach your work with a racial equity lens?
- Enjoy getting things done and making a tangible impact?
- Love identifying potential solutions to streamline recurring tasks and processes?

Metro Caring, a leading anti-hunger organization in Colorado, is accepting applications for our Senior Manager of Human Resources. This is a leadership position that strategizes and implements Human Resources functions in alignment with the mission and values of the organization. The main priority of the position shall be Human Resources with time also dedicated to supporting the Volunteer Team. The Volunteer Manager is the sole direct report for this position.

REQUIRED QUALIFICATIONS/SKILLS/ABILITIES

While training and onboarding will be provided, we are interested in applicants who possess the following skills, abilities, and experience:

- At least 3-5 years experiencing managing staff, including setting direction and goals with a team, with a demonstrated ability to develop and empower adult leaders;
- 5-7 years of progressive experience in the field of Human Resources;
- Understands systemic equity and inclusivity issues and how it affects diverse populations as it relates to Human Resources;
- Ability to bring a diverse, equitable, and an inclusive lens to management and staff trainings;
- Self-starter with strong work ethic, attention to detail, problem solving skills and the ability to work independently and think strategically;
- Skilled at balancing multiple projects at once while meeting deadlines;
- Experience working with diverse communities of people, specifically supporting conflict resolution.
- Creative, yet meticulous and detail-oriented;
- Has a trauma informed lens in the approach to the body of work;
- Strong computer skills; fluent in Microsoft Office;
- Bilingual Spanish, Arabic, Mandarin, Russian, or Burmese preferred;

Note: Research suggests that women and BIPOC individuals may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage anyone who believes they have the skills and the drive necessary to succeed here to apply for this role

To apply, please submit a resume and cover letter to job@metrocaring.org with “Metro Caring Senior Manager of Human Resources” in the subject line, and title your documents “First Name_Last Name_SMHR_Resume” and “First Name_Last Name_SMHR_Cover Letter”. Please use your cover letter to communicate why you are excited to work to help build a sustainable anti-hunger movement in Colorado,

highlighting any of the above skills, abilities, and experience above that you have. This position will be filled on an ongoing basis. Applications will be accepted until the position is filled; however, priority will be given to those applicants who submit their materials before 5:00 PM MT on December 28th, 2023.

Incomplete applications will not be considered.

POSITION TITLE: Metro Caring Senior Manager of Human Resources

REPORTING TO: Metro Caring CFOO

LOCATION: The Metro Caring office is located at 1100 E 18th Ave, Denver, CO 80218. Onboarding and training will take place at the office, with work taking place flexibly (a hybrid of remote and in-person)

STARTING DATES: To be negotiated. We are committed to finding the right addition to our amazing team.

COMPENSATION: \$70,000 - \$95,000 full time, exempt, annual salary. Metro Caring offers a fulfilling workplace and comprehensive benefits package, including: joining a diverse, passionate, enthusiastic, and collaborative team; 120 hours per year of paid time off; paid sick leave; paid holidays; 401K retirement plan with a 5 percent employer-paid match; and competitive employee health, dental, short-term disability and family leave plans. Metro Caring supports flexible work schedules, offers 2 hours of wellness time per week, and culture that centers our mission, the pursuit of equity, community leadership in all we do.

The Metro Caring Senior Manager of Human Resources duties include:

FUNCTIONALITY

- Uses an IDEAAA (Inclusivity, Diversity, Accountability, Accessibility, Action) approach to the Human Resource functions at the organization and layers this approach into all decisions;
- Leads and manages all Human Resource functions including employment process, training and support of staff and execution of bimonthly payroll;
- Enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices;
- Supports organization staff by establishing a recruiting and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes;
- Assists the Leadership Team with managing a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; monitoring and scheduling individual pay actions; and recommending, planning, and implementing pay structure revisions;
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach direct reports; hearing and resolving staff grievances; and counseling staff and supervisors;
- Implements employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommends benefit programs to management;
- Works with Human Resources Consultant and select Counsel to ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements, maintaining records, and conducting investigations if needed;

- Implements management guidelines by preparing, updating, and recommending human resource policies and procedures;
- Works with the Leadership Team on Human Resource policy leading to presentation to and approval by the organization Board of Directors;
- Cultivates professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies;
- Manages Volunteer Manager and provides guidance on planning and goal setting for the volunteer program;
- Oversees IDEAAA(Inclusivity, Diversity, Accountability, Accessibility, Action) implementation within volunteer program;

MANAGEMENT, LEADERSHIP AND CONTINUOUS IMPROVEMENT

- Oversees vision, sets direction and performance expectations for the team to generate strategically aligned goals and outcomes with support from the CFOO;
- Motivates and guides teams to achieve individual team and organization goals;
- Hosts team retreats and annual retreats to review progress and set goals to align with strategic plan and budget;
- Collaborates and supports managers on hiring, onboarding, performance management, performance development, and separations;
- Evaluates all aspects of the Human Resources processes and Volunteer program processes to ensure effectiveness and to implement and recommend changes;
- Collaborates with the Extended Leadership Team to generate a comprehensive training plan for Supervisors;

RESOURCE DEVELOPMENT AND BUDGET MANAGEMENT

- Develops and manages the Human Resources and Volunteer annual budgets;
- Identifies and pursues new opportunities to grow the department's budget;
- Allocate resources, and sets financial targets to ensure optimal resource utilization and cost-effectiveness;

CULTURE OF ENGAGEMENT

- Participate in monthly all-staff meetings/retreats; lead relevant trainings and present department specific content for full team as applicable;
- Attend and lead volunteer gatherings regularly. Meet and greet volunteers;
- Articulate and model Metro Caring's values with staff, volunteers, and others in the Metro Caring community
- Conduct work and interactions using a trauma-informed lens

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. There may be other duties needed to drive our mission, meet our strategic goals and abide by our organizational values.

Applicants must have reliable transportation. Relocation costs are not covered by Metro Caring

Metro Caring is an equal opportunity employer. The organization is dedicated to the goal of building a diverse staff and we encourage applications from qualified individuals of all backgrounds. Black, Indigenous, and people of color (BIPOC), veterans, women, first generation Americans, and those that identify as LGBTQ+ are strongly encouraged to apply.

Note: Only those who have been selected for an interview will be contacted following submission of application materials.