



ANNOUNCEMENT: Job Opening

TALENT & HR DIRECTOR

Location: San Francisco, CA

Futures Without Violence (FUTURES) is a national non-profit and social change organization that works to end violence against women and children around the world. We're a team of educators, strategists, trainers and grassroots organizers who develop programs that can change social norms, prevent domestic violence and create the conditions and experiences that children and adults need to heal and thrive.

FUTURES seeks an experienced Human Resources professional who will be a resource for staff to support their work experience and their developmental success at FUTURES working in collaboration with staff across the organization. We are open to the exact level and will consider applicants in the Manager or Director range.

We envision the Director's (or Manager) successful pathway to encompass all aspects of the full employment life-cycle from recruiting, onboarding, professional development/training, annual reviews, compensation & benefits, to exit. This person serves as a navigator to assist and support staff and supervisors throughout their employment journey. Under the direction of CFO/COO, below are some of the primary responsibilities.

New Employee Experience – working closely with a hiring managers and team leads, the person coordinates:

- Hiring – job posting, resume review/candidate selection, and compose offer packages together
- Onboarding and training – execute clear and welcoming orientation process and administration
- Resource to staff – about agency, policies, integration within the team and across the agency

Current Employee Experience - working closely with managers, the person coordinates:

- Performance review and salary planning
- Ensure salary and promotion decisions are made equitably and with clarity
- Training and professional/career development
- Staff engagement and integration
- Benefits and Policy – inclusive and equitable; timely review for change in laws; and manage benefits administration
- Resource to staff – about review, salary, benefits, accommodation inquires, and policies; employee relations issues (e.g., dispute/conflict resolution, coaching, and corrective action plan)

Equity, Diversity, Inclusion & Culture (embedded in all aspects)

- Attend equity committee meeting and be a conduit between the committee and agency leadership

Employee Relations

- Research, advise on training series (e.g., supervisory, communications and conflict resolution skills)
- Plan, execute activities to promote staff cohesion and wellness
- Employment transition – exit interviews and feedback to staff; transition planning and communication
- Workplace Health & Safety

EXPERIENCE AND SKILLS:

The successful candidate will have:

- A minimum of 10 years HR management experience
- Thorough knowledge of employment-related laws and regulations
- Experience in equity and social justice principles and practice
- Demonstrated ability to take initiative, work independently and as part of a team
- Strong analytical, problem-solving skills and strategic thinker
- Excellent verbal and written communication skills, and including public speaking and presentation skills
- Ability to adapt to the needs of the organization and employees
- Excellent interpersonal skills and negotiation skills
- SHRM-CP or SHRM-SCP highly preferred

SALARY AND BENEFITS:

This is a full-time exempt position. The pay range for this position is \$80-110,000/year, commensurate with experience and expertise. FUTURES offers a competitive benefits package.

PLEASE SEND RESUME AND COVER LETTER TO: Minjung Kwok, mkwok@futureswithoutviolence.org. Applications will be considered on a rolling basis

FUTURES welcomes applications from people of color, indigenous people, LGBTQ individuals, and other communities that have been marginalized and disproportionately impacted by violence and abuse. FUTURES maintains a diverse and dynamic workforce and is committed to providing equal employment opportunities (EEO) to all employees and applicants for employment and promotions without regard to race, color, religion, gender, sexual orientation, gender identity, marital status, veteran status, age, national origin, disability, or any other basis protected by federal, state or local law.