



Human Resources Manager JOB ANNOUNCEMENT

TITLE	Human Resources Manager
FLSA STATUS	Exempt
PAY CLASS	Full-Time
REPORTS TO	Director of Human Resources
LOCATION	Santa Ana, California (Hybrid Schedule- 2 days remote/3 days on-site)

Who is Charitable Ventures?

Charitable Ventures was created to make sure nonprofits are resilient, effective and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially and economically just, our employees guide and design strategies to effectively address those needs.

Do you have a passion for the social sector balanced with a strong understanding of building a forward-thinking organizational culture?

If so, your passions align with the Charitable Ventures mission!

What are we looking for in our next team member?

Answer the questions below to see if you may be our new team member!

Are you ready to:

- Work with an innovative leadership team to create, implement and manage a plan for an engaging and innovative recruitment process?
- Lead an innovative onboarding experience that establishes a culture of engaged and empowered leaders?
- Assist in the creation and management of cultural initiatives which align with Charitable Ventures core values and establish a respectful, diverse and energetic workplace culture?
- Assist in creating and implementing programs to enhance professional development, retention and employee engagement?
- Actively contribute to an organizational culture of accountability, openness, collaboration, and growth?
- Facilitate the integration of diverse workgroups and cultures?
- Support the critical work of the social sector?
- Work with like-minded people?



If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures! And we would love to explore it with you.

Job Summary

The primary role of the Human Resources Manager is to provide innovative, hands-on management of an active HR department that supports a dynamic organization and its growing family of sponsored non-profits. This position is a critical role that will be a trusted partner to across all levels of the organization. The HR Manager will be a seasoned HR professional and thought partner to the Director of Human Resources and senior leadership. In addition to ensuring HR efficiency and compliance, this innovative professional will focus on stimulating a strong and forward-thinking organizational culture, while ensuring that HR efforts remain aligned with established business and strategic plans.

This is a high-level generalist position that will be responsible for managing following HR areas: recruitment; workforce planning; compensation/benefits; workplace safety; culture/engagement and diversity/equity. This position will require a focus on developing a high-performing culture among the leadership team and the staff.

What are the desired qualifications?

Education:

Bachelor of Arts in Business Administration, Human Resources, or a related field required. Five plus years of equivalent level HR management-level experience may be accepted in lieu of a degree.

- HRCI (PHR) or SHRM (SHRM-CP) Certifications desirable.

Experience:

- Minimum three years of equivalent level Human Resources management-level experience required.
- Extensive experience with Microsoft Word, Excel and PowerPoint strongly preferred.
- Extensive experience with HRIS systems required.

Compensation Commensurate with experience, education, and market (\$70,000 – \$80,000 per year)



Benefits

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**

Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!

Company Summary

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

Applications: Please send cover letter and resume to HR@charitableventuresoc.org.

Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.