



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 working as a high-level HR Generalist in a dynamic and growing nonprofit organization?

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:

- Create, manage, and maintain a positive connection between leadership and employees?
- Ensure effective processes and protocols are executed in the areas of payroll/benefits/recruitment and onboarding?
- Ensure compliance?
- Uplift culture with the staff?
- Participate in the implementation and execution of organization wide trainings?

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 is supporting a dynamic organization and its growing family of sponsored non-profits. This is a high-level generalist position that will be responsible for managing and supporting the following HR areas: employee relations; HR administration; payroll and benefits; recruitment and onboarding; culture and engagement; training and staff development. This position will require a focus on implementation of all HR division strategic goals and initiatives.

Under the direction of the Director of Human Resources, the Human Resources Manager will manage and/or execute production in the following areas:

- Recruitment Framework Process- talent acquisition, employee retention and employee engagement
- Human Resources technical assistance and support to all employees and all sponsored projects
- Management and development of Human Resources Specialist staff
- Human Resources policy and systems development, monitoring and maintenance, particularly (but not limited to) the areas listed below:
 - Employee Relations and Human Resources Administration
 - Payroll and Benefits Management
 - Recruitment and Onboarding
 - Culture and Engagement
 - Training and Staff Development

What are the desired qualifications?

Education:

To be successful in this role the Human Resources Manager will have a Bachelor's degree in Business Administration, Human Resources or a related field. Five+ years of equivalent HR Management-level experience may be accepted in lieu of a degree. HRCI (PHR) or SHRM (SHRM-CP) Certifications Desirable.

Experience:

To be successful in this role the Human Resources Manager has held equivalent Human Resources Management roles for three+ years.

Compensation Commensurate with experience, education, and market (\$70,000 - \$80,000)



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.