

## Job Announcement

<b>Job title:</b>	Human Resources Manager		
<b>Reports to:</b>	Chief Financial Officer	<b>Department:</b>	Administration
<b>Supervisory responsibilities:</b>	None	<b>Number of Employees:</b>	0
<b>About the organization:</b>	The Heat and Warmth Fund (THAW) is a 501(c)(3) non-profit organization that provides emergency energy assistance to Michigan residents in need. Since 1985 THAW has distributed more that \$180 million to more than 240,000 households in crisis. THAW stabilizes and empowers Michigan families, keeping them healthy, safe and warm.		
<b>Posting expires:</b>	When position is filled		
<b>Position summary:</b>	The Human Resources Manager is responsible for aligning business objectives with employees and management in the department they support. The Human Resources Manager also partners across the HR function to deliver value-added service to management and employees that reflect the business objectives of the organization. This position maintains an effective understanding of the organization and its culture.		

### Essential Functions

- Consult with line management and employees, providing HR guidance when appropriate
- Analyze trends and metrics to develop solutions and programs
- Manage and resolve employee relations issues; conduct effective, thorough and objective investigations
- Maintain knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance
- Provide day-to-day performance management guidance to line management (e.g., coaching, counseling, career development, disciplinary actions)
- Work closely with management and employees to improve work relationships, build morale and increase productivity and retention
- Provide HR policy guidance and interpretation
- Manage payroll and employee benefit offerings and enrollment
- Adhere to compliance terms for HR practices
- Manage HR programs and procedures and implement continuous improvement initiatives to ensure efficient and effective practices
- Serve as leader in creating a safe work environment in partnership with work location management
- Serve as a liaison and provide guidance, as needed, for all union matters

### Other Duties

- Develop recruiting strategies with hiring managers, and coordinate all employment advertising
- Create and publish professional recruiting materials and advertising as needed
- Conduct screening interviews to determine which candidates meet minimum qualifications
- Extend offers of employment to selected candidates
- Prepare for new hires (e.g., onboarding, network and building access and work station preparation)

- Participate in vendor relationship management by acting as the key liaison, sourcing vendors, negotiating rates, and coordinating work through them
- Administrative work, including correspondence and filing documents as required
- Other duties as assigned

### **Knowledge, Skills and Abilities**

- Strong interpersonal and negotiation skills
- Strong project management skills
- Excellent verbal and written communication skills
- Effective conflict management skills
- Develop strong, trusting relationships to gain support and achieve results
- Effectively envision, develop and implement new programs and procedures to address line management and employee issues
- Manage multiple conflicting priorities
- Be flexible and available to interact with employees at all levels
- Be self-directed and motivated
- Take initiative to identify and anticipate line management and employee needs and make recommendations for implementation

### **Experience**

Minimum of 5 years of increasing HR responsibilities. Working knowledge of multiple human resource disciplines including employee relations, performance management, learning and development, and federal and state employment laws. Relevant experience in nonprofit, human services or utilities industry a plus. Must be proficient in MS Office, including Excel.

### **Education**

Bachelor's degree in HR or business-related field, or equivalent years' business experience along with post-secondary education in business or related field.

### **Physical Requirements\***

While performing the duties of this job, the employee may occasionally be required to stand, walk and/or stoop or bend for periods of time. The employee must occasionally lift and/or move up to 25 pounds. This position is largely sedentary; however, some filing is required. This position requires lifting files, opening file cabinets, bending or standing as necessary.

**\*THAW will make reasonable accommodations necessary to comply with the ADA regulations**

### **Travel Requirements**

Travel for this position may be approximately 10-20%. Must have reliable transportation, valid driver's license and auto insurance.

### **Work Environment**

This position operates in professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

### **To Apply**

Please forward your resume to [careers@thawfund.org](mailto:careers@thawfund.org) with the job title in the subject line.