

We are Good+Foundation.

ADMINISTRATION & HUMAN RESOURCES MANAGER

POSITION SUMMARY

Good+Foundation is a leading national non-profit that works to dismantle multi-generational poverty by pairing tangible goods with innovative services for low-income fathers, mothers, and caregivers, creating an upward trajectory for the whole family. The organization partners intensively with a vetted network of social service programs to pair goods – such as cribs, car seats, and diapers – with counseling, employment assistance, co-parenting classes, and more. With operations in New York City and Los Angeles, Good+Foundation has provided more than \$112 million in essential goods since 2001. In recent years, Good+Foundation has added a Family Cash grants microgrants program to its in-kind donation model, providing more than \$1.1 million in cash assistance to date. Visit www.goodplusfoundation.org for more information.

Good+Foundation is seeking a full-time Administration & Human Resources Manager to meet the evolving and expanding needs of our organization and staff. This new position will report to the Chief Program & Operating Officer and will play a pivotal role in supporting all aspects of the employee experience at Good+Foundation, including recruiting, onboarding, benefits management, cultivating the professional growth of our national team (currently 15 staff members in NY & 6 in LA), coordinating and updating internal HR policies and procedures, and the offboarding process.

HUMAN RESOURCES RESPONSIBILITIES

- Oversee all aspects of Good+ Human Resources practices with an intentional lens of diversity, equity, and inclusion that reflects Good+ organizational values: tenacity, humility, fierce devotion, transparency, and financial and operational efficiency.
- Support employee recruitment and hiring processes in collaboration with departmental managers to ensure a productive and equitable talent acquisition process.
- Work with relevant Good+ staff to coordinate a comprehensive and supportive onboarding process for all new hires.
- Build relationships internally across the organization to be seen as a trusted partner and resource for all Good+ staff members and the Human Resources Committee of the Board of Directors.
- Develop learning and team-building experiences and opportunities to enrich the employee experience at Good+ (that includes follow-up beyond just the immediate experience) while helping staff members feel energized, valued, and heard.
- Manage day-to-day administration of all employee benefits in conjunction with our PEO, Tri-Net.

- Serve as the primary resource for employees on all Human Resources policies and practices, including handling questions about benefits, payroll, leaves of absences, performance review processes, staff development, and management practices.
- Maintain accurate HR files and systems ensuring that all information is accurate and current.
- Support the performance review process, including research into new performance review systems to support organizational and employee growth and retention.
- Serve as a trusted resource for staff members and Good+ leadership when performance management issues or grievances may arise; coordinate with pro bono legal counsel as needed.
- Facilitate a smooth off-boarding process for departing Good+ staff members in collaboration with departmental managers.

ADMINISTRATION & SYSTEMS RESPONSIBILITIES

- With the Senior Director of National Operations, manage Good+ Information Technology needs (in concert with outside consulting firm RoundTable), including supporting staff in troubleshooting and ensuring tech resources are secured and used effectively, appropriately, and securely.
- Help create file management strategies and infrastructure (again, in concert with RoundTable) that facilitate cross-organization collaboration and effective storage of important documents.
- Serve as a resource and thought partner with Good+ leadership on key administrative tasks related to information management

ESSENTIAL REQUIREMENTS/EXPERIENCE

- Bachelor's degree with demonstrated interest in Human Resources and systems management
- 5+ years progressive experience working in Human Resources, ideally in a nonprofit setting
- Superb organizational skills and ability to think strategically when implementing cross-organization systems and practices
- Exceptional emotional intelligence and ability to handle complex, confidential employee issues with tact, discretion, and empathy
- Ability to apply knowledge and skills in a professional, ethical manner focused on both equity and problem-solving
- Strong commitment to direct, clear communication while demonstrating discretion and professionalism
- Flexible and able to work well under pressure
- Demonstrated enthusiasm for creating opportunities for employees to learn, grow, and bond to foster a positive and inclusive workplace culture
- Strong commitment to DEI and cultural competency
- Passion for the Good+ mission

- Proficient with computer/database software and both electronic and paper file management

Salary: \$70,000 - \$75,000 a year annually, with a benefits package that includes fully covered health insurance, a 403(b) retirement plan with a 3% match after two years of employment, FSA and childcare spending accounts, as well as 14 paid holidays, 3 weeks paid personal and vacation time, and 6 sick days.

Location: This is a hybrid position - the position will be onsite 3 days a week at our NY office located in Manhattan's Garment District.

To Apply: Please email your resume and cover letter to HR Manager, Eve Blane, eve@goodplusfoundation.org