

Human Resources Manager

About New Buildings Institute

New Buildings Institute (NBI) is at the forefront of a wide range of national and regional policy, program and technical initiatives focusing on high performance buildings. Widely respected in the industry for its leading-edge thinking on improving building performance, NBI is a nonprofit, mission-driven organization committed to making a difference. We work with national, regional, state, and local agencies, non-governmental organizations, utilities and companies to promote improved energy performance in buildings. Projects include building research, design guidelines, policy and code activities focused on making buildings better for people and the environment.

About This Position

The Human Resource Manager will lead and direct all human resources activities of NBI as the organization continues to grow, improve, and expand. These activities include all aspects of recruiting, hiring, and retention, administering payroll and benefits programs, overseeing performance evaluations processes, and enforcing workplace policies and procedures. The Human Resources Manager will work closely with the management team to provide structure, support, policies, and procedures to facilitate effective staff development, productivity, retention, and well-being. The Human Resources Manager is expected to exercise sound judgment, define work objectives, and determine methods and systems to meet a high level of employee excellence in performance and in achieving goals. This position requires an enthusiastic, self-motivated, and assertive professional with human resources, organizational, and communication skills.

In addition to traditional human resources functions, NBI seeks an individual with experience in Equity, Diversity, and Inclusion (EDI) oversight and programming to lead the organization's growth in these areas. As a nonprofit focused on energy and social equity in the built environment, leadership in EDI areas is important to our mission and staff. The ideal candidate will work with staff to develop and oversee the implementation and continuous development of EDI policies and programs.

Job Duties & Responsibilities

Human Resources:

- Oversee all aspects of the organization's human resources activities.
- Oversee the organization's pay scale and benefits structure to ensure that all roles have an accompanying job description, fair compensation, and representation of EDI goals and requirements.
- Partners with the leadership team to understand and execute the organization's human resource and talent strategies particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.

- Coordinate performance reviews and documentation for personnel files, the annual salary review process, and the annual benefits enrollment and ongoing employee benefits.
- Provide support and guidance to leadership, supervisors, and staff when complex, specialized, and sensitive questions and issues arise; will be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Oversee employee disciplinary meetings, terminations, and investigations.
- Manage the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborate with departmental managers to understand skills and competencies required for openings.
- Analyze trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Create learning and development programs and initiatives that provide internal development opportunities for employees.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; review policies and practices to maintain compliance.
- Maintain Employee Handbook and related policies and procedures to and promote fair employment practices and ensure legal requirements are met through ongoing internal process improvements and training.
- Review payroll and benefits processing on a biweekly basis.
- Participate in activities that support equitable and balanced staff resource scheduling and allocation processes.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

Equity, Diversity, and Inclusion (EDI)

- Research, develop, recommend, and execute creative strategies and events to foster the organization's EDI goals with thorough representation of staff recommendations and requirements.
- Continually assess and modify current practices and policies to ensure they support the organization's and staff's EDI goals.
- Collect and analyze statistical data to evaluate the organization's demographics in accordance with standards, goals, and requirements from a variety of sources that may include funders.
- Develop, implement, and maintain recruiting, hiring, and retention strategies to attract and retain employees from diverse backgrounds.
- Develop and deliver (directly or through third parties) training and development to aid EDI initiatives.
- Provide guidance to supervisors and staff in developing objective performance evaluation policies and goals.

- Act as company liaison with government agencies and funders concerning affirmative action and equal employment opportunities.
- Maintain knowledge of diversity-related issues, legislation, and best practices.
- Provide training and policy updates to colleagues, ensuring legal compliance of management and human resources staff.
- Gather and effectively communicate EDI resources available to supervisors and staff.

Candidate Qualifications

Required

- Minimum of ten years progressive management/hands-on experience in Human Resources with at least two years specializing in EDI programs.
- Bachelor's degree in human resources or related field required.
- High proficiency with MS Office Suite (Outlook, Word, Excel) software.
- Experience with collaboration business tools, such as Microsoft SharePoint/Teams, Google Docs, GoToMeeting, etc.
- Excellent written, interpersonal, and verbal communication skills.
- Proven ability to effectively manage multiple assignments simultaneously, and work with a wide variety of constituents and meet deadlines.
- Self-motivated with a strong work ethic and desire to exceed objectives.
- Highly organized with acute attention to accuracy and detail.
- Unwavering integrity and persistence to follow up and follow through.
- Possess strong flexibility and ability to shift priorities when necessary.
- Collaborative work spirit.
- Eagerness to serve the public interest.
- Excellent verbal and written communication skills including proven dispute resolution skills.
- Thorough understanding of federal, state, and local equal employment opportunity laws and regulations.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Demonstrated commitment to valuing EDI and contributing to an inclusive working and learning environment.
- At least 2 years of experience in diversity related programs or equivalent education/experience.

Desired

- SHRM-CP or SHRM-SCP preferred.
- Post-Bachelor's degree certifications in human resources specialty areas.
- Working knowledge of nonprofit organizations.

Reporting Structure

This position reports to the Director of Core Mission Support. Additional support and oversight are provided by the Chief Executive Officer. This position will provide support and oversight to all staff members.

What We Offer:

This position is a full-time, exempt position. NBI's office is in downtown Portland, Oregon. Qualified candidates outside the Portland area are encouraged to apply as we will consider hiring in remote work location.

NBI is an equal opportunity employer and is committed to a policy of nondiscrimination on the basis of race, color, religion, national origin, gender, gender expression, age, marital status, sexual orientation, military status and disability in all of our work and activities, including hiring practices. We believe in a positive work/life balance and are committed to our employees' health and well-being. NBI is also committed to championing diversity, equity, and inclusion across all areas of our organization, and have enacted hiring practices to support this commitment.

Additionally, NBI offers the following for this position:

- Base salary range: \$90,409.00 to \$126,573.00 (commensurate with experience)
- Insurance benefits (100% of employee only premiums paid by NBI; new hires are eligible the first of the month after 30 days of employment): Medical, vision & dental insurance, Life insurance, AD&D insurance, Long Term Disability insurance
- 160 hours of accrued Paid Time Off (combined vacation and sick for a full year)
- 11 paid holidays
- Additional optional benefits available the first of the month after 30 days of employment include: Flexible Spending Accounts (healthcare & dependent care); Health Savings Account; Accident insurance; Cancer insurance; Critical Illness insurance; Short Term Disability insurance; Term & Whole Life insurance; Identity Theft insurance; Pet insurance
- 401(k) with company and safe-harbor match available the first of the month after three months of employment
- A dynamic, collaborative, and exciting place to work full of passionate and dedicated people all working towards our collective mission!

To Apply

Email a cover letter, resume, and salary requirements to Careers@NewBuildings.org. Please write "Human Resources Manager" in the subject line. Reference and background checks are performed prior to employment.

For more about New Buildings Institute, visit www.NewBuildings.org.

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