JOB TITLE: HR Manager
DEPARTMENT: Human Resources
REPORTS TO: VP Human Resources
LOCATION: Remote

MISSION + VISION:
Mission: Our mission is to honor the service of our military and first responders by creating opportunities to say thank you.

Vision: We envision a future where all who serve believe the American people care.

THE OPPORTUNITY:
The Human Resources Manager (HR) reports to the VP of Human Resources and provides leadership and guidance for Operation Gratitude’s HR operations. The HR Manager will lead the routine functions of the Human Resources (HR) department including talent acquisition, compensation, benefits, organizational development and the development and administration of company policies and practices.

KEY RESPONSIBILITIES:
- Partners with the leadership team to understand and execute the organizations human resource and talent strategy (talent needs, recruiting, retention, succession planning).
- Improve and standardize recruiting tools.
- Update and maintain position descriptions.
- Analyzes trends in compensation, benefits, and performance management; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Effectively handle employee relations.
- Creates learning and development programs and initiatives that provide internal and external development opportunities for staff members and volunteers.
- Develop and implement robust performance review and performance management programs.
- Develop and implement a recognition program.
- Development and administration of HR practices and policies (employee handbook, recruitment, onboarding, offboarding, compensation, training, professional development, and safety).
- Identify key performance indicators for the organization’s human resource and talent management functions; and assess the organization’s success based on these metrics.
- Provides HR support and guidance to staff.
- Ensure compliance with employment, benefits, insurance, safety, and other laws, regulations, and requirements.
- Maintain knowledge of trends, best practices, regulatory changes, and innovative technologies in employment law, human resources, and talent management.
- Performs other duties as assigned.
SUPERVISORY RESPONSIBILITIES:
● This position does not have supervisory responsibilities.

KEY REQUIREMENTS AND QUALIFICATIONS:

REQUIREMENTS:
● Exceptional leadership, management, strategic-thinking, and critical thinking skills.
● Experience in planning, developing, and implementing effective HR strategies.
● Experience with HR Information Systems, and Proficient with Microsoft Office Suite or related software.
● Sound knowledge of all HR processes (recruitment, talent management).
● Sound knowledge of labor laws and regulations.
● Excellent verbal and written communication skills; and interpersonal and conflict resolution skills.
● Excellent organizational skills and attention to detail.
● Strong analytical and problem-solving skills.
● Ability to work cross functionally across the organization.

QUALIFICATIONS:
● Bachelor’s degree in Human Resources, Business Administration, or related field required.
● At least five years of human resource experience required.
● Experience in California employment law highly desired.
● SHRM-CP or SHRM-SCP strongly preferred.

LOCATION: Remote

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Operation Gratitude is an equal opportunity employer.

For more information about Operation Gratitude, please visit [www.operationgratitude.com](http://www.operationgratitude.com)

To apply please email your resume and cover letter to Melissa Sisneros at [resumes@operationgratitude.com](mailto:resumes@operationgratitude.com)