



Human Resources Manager

Founded in 1998, Proof Alliance is the largest organization in the U.S. dedicated to preventing prenatal alcohol exposure and improving outcomes for people impacted by fetal alcohol spectrum disorders (FASD). We use a systems approach to build alliances with partners in the education, research, legal/judicial, health care, legislative and social service industries. Together, we advocate for greater funding of services, further development of awareness and an FASD-informed future. Join us in this meaningful work!

WORK STATUS: Exempt, Full Time

SALARY RANGE: \$70,000 – 75,000 + \$2,500 Retention Incentive

LOCATION: Proof Alliance is in St. Paul and values a flexible working environment and currently works in a hybrid environment with time spent in the office and remote, depending on the position requirements.

REPORTING STRUCTURE: This position reports to the Executive Director.

PRIMARY DUTIES AND RESPONSIBILITIES: Proof Alliance is committed to creating a diverse, inclusive and equitable work environment—one where each of us feels heard, valued, respected and has a true sense of belonging. Proof Alliance is seeking a dedicated and enthusiastic Human Resources Manager to play a key role in fostering an environment where each of us can contribute, grow and thrive, with unique talents and perspectives supported and developed to help achieve our vision. Responsibilities include all aspects of the HR function within a small non-profit.

- Support hiring managers with recruitment, selection, hiring, onboarding/offboarding, recognition, compensation and retention
- Implement and enforce policies, processes, and trainings to ensure compliance with all federal, state and local employment laws and regulations
- Implement all aspects of benefit administration, including coordinating the annual benefit selection and enrollment process
- In collaboration with the leadership team and people managers, assess and strengthen support for talent management, performance improvement, and professional development, including staff training
- Strengthen organizational policies and procedures, including a new employee manual, that supports a safe, effective, diverse, inclusive, flexible and family-friendly work environment
- Support the implementation of the Proof Alliance Diversity, Inclusion, Equity and Belonging (DIEB) Strategic Action Plan to cultivate a culture of DIEB into our values, behaviors, policies and practices

- Design and implement an annual employee engagement survey and collaborate to implement action
- Partner with finance staff regarding HR-related financial processes including budget, forecast, benefits and payroll (processing is being outsourced currently)
- Manage employee relations and implement grievance process

QUALIFICATIONS:

- 3+ years human resources experience, non-profit preferred but not required
- BA in Human Resources or related field, or equivalent experience/certifications
- A collaborative, proactive, positive, and supportive approach with team members, partners and other stakeholders
- High emotional-social intelligence and strong interpersonal skills including active listening, conflict-resolution, emotional regulation, empathy, and ability to set boundaries, influence others, and work with discretion
- Excellent problem-solving skills, detail-oriented and efficient
- An equity champion with the proven ability to cultivate the systems and environment to achieve DIEB and continuous learning and development
- A people leader with a passion for, and proven ability to, empower others by equipping them with the knowledge and tools to perform as active collaborators in the work

ADDITIONAL INFORMATION: Proof Alliance is an equal opportunity employer and values a diverse and inclusive work environment. Proof Alliance offers a flexible, hybrid working environment and offers a complete benefits package that includes generous time off, medical & dental insurance, short- and long-term disability, life insurance and an IRA match.

The selected candidate will need to pass a background check for violent offences and offences against vulnerable populations.

HOW TO APPLY: Please email the following to humanresources@proofalliance.org:

1) your **resume**

2) your **cover letter** telling us why you are interested in this position and how you believe you meet the qualifications.

Applications received by November 30, 2024, will receive priority. Candidates with incomplete applications may not be considered.