



JOB DESCRIPTION

Position:	Manager, People & Culture
Employment Status:	Full Time, Exempt
Reports To:	Director, Finance, Data & Administration
Location:	Remote

ABOUT MULTIPLYING GOOD

At Multiplying Good (MG) we believe individuals are transformed through service to others. Applying service as a tool for personal growth, we help people discover their ability to bring about positive change, deliver the skills they need to make that change and, by validating their impact, inspire them to do more. We have proven that this continuum of activation, training, and recognition generates ripples of good.

We work with young people to increase confidence in their ability to make a difference and build on the skills they need to be successful. We work with organizations to recognize employees for their acts of service in the community, resulting in happier and more productive workplaces and stronger communities. We work with media to create more connected audiences and recognize grassroots unsung heroes in their communities. All together, we highlight the power of service to activate empathetic leaders and changemakers and inspire greater impact through recognition.

POSITION OVERVIEW

Multiplying Good welcomes applications from experienced Human Resources and Talent Development professionals with experience in change management and who are committed to the values of diversity, equity, inclusion and belonging (DEIB) as core to an organization's business and work culture.

MG strives to support our people to allow each individual to reach their professional potential. The Manager, People and Culture will engage colleagues across all of MG's departments and offices as a single team and through all stages of the HR lifecycle.

The successful candidate will have excellent communication skills, a deep understanding and experience working with individuals at different stages of professional development, demonstrated experience designing and implementing standards and processes to align across all areas of talent management, and a sound understanding of change management practices across a distributed workforce.

ROLES & RESPONSIBILITIES

- Adopt and support a robust talent acquisition process which supports hiring managers in identifying resource gaps and conducting resource planning, creating job postings and screening candidates.
- Participate in onboarding new employees, including coordinating the training curriculum, and delivering elements of MG training during the 90-day new hire life cycle.
- Foster a dynamic and supportive work culture that aligns with organizational values; serve as a facilitator and advocate of diversity, equity, inclusion and belonging practices throughout the organization.



- Promote staff development by engaging with leadership in the design and implementation of performance reviews, identifying professional development opportunities and pathways, and recognizing staff members for their accomplishments.
- Review and enforce organizational policies in accordance with the employee handbook; recommend revisions to the handbook as needed to remain consistent with best practices and ensure compliance with federal, state, and local employment laws.
- Analyze trends in compensation and benefits; research and recommend appropriate compensation structures for the organization that are equitable and competitive.
- Interface with the Director, Finance, Data and Administration to establish and manage protocols to address workplace personnel issues. This includes conducting investigations into reports of employee misconduct, grievances and other disciplinary matters.
- Oversee benefits administration including annual healthcare enrollment.
- Identify opportunities to strengthen internal, cross-departmental communication.
- Establish a professional internship program that is well-planned and structured and that supports the professional growth of the interns in the program.
- Maintain the organization's internal HR management system and personnel records.

REQUIRED SKILLS & EXPERIENCE

- A minimum of three years of relevant experience in human resource management.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- A highly organized self-manager and seasoned self-starter.
- Excellent verbal and written communication skills.
- Strong analytical and problem-solving skills.
- Exceptional project management skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Experience with Zoho One applications (particularly Zoho People and Zoho Recruit) a plus
- Up-to-date knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Relevant Bachelor's degree or equivalent.

COMPENSATION

Salary is competitive and commensurate with experience. Employee benefits include medical, dental and vision coverage and a generous PTO policy.

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION & BELONGING

Applicants are actively encouraged to demonstrate their commitment to and understanding of diversity, equity, and inclusion. Multiplied Good is committed to living its mission by building a culture of service. At Multiplied Good, we get to spend our time surrounded by people who see service as part of who they are. Multiplied Good strives to ensure everyone interacts thoughtfully, with respect, and with kindness. From our staff to our consultants, vendors, partners, and other stakeholders engaged in the work of Multiplied Good, our culture of service is not only core to what we do, it is core to who we are.



HOW TO APPLY

Respondents should send a resume and cover letter to: careers@multiplyinggood.org. Please add "Manager, People & Culture" to the subject line and note where you heard about the opportunity in the body of the email. Applications will be considered on a rolling basis until the position is filled.

Multiplied Good is a 501(c)3 nonprofit with 100% remote workforce, and welcome applications from anywhere within the United States. As the opportunity and business need arises, travel to any part of the country may be expected.

All qualified applicants are encouraged to apply. We are committed to building a diverse team to represent the communities we serve, and to pro-actively create a work environment where all voices are heard and valued.