



Human Resources Manager

MARCH 2023 | UNITED STATES | REMOTE

Overview

Development Guild DDI is a nationally leading consulting firm that provides executive search and nonprofit fundraising services to mission-driven, nonprofit organizations and educational institutions. Such clients include [Pine Street Inn](#), [National Audubon Society](#), and the [Learning Center for the Deaf](#). We bring a powerful combination of discipline and innovation to every client engagement, delivering solutions that are both strategic and deeply rooted in experience and data. [Learn more about us here.](#)

The Human Resources Manager will be responsible for managing the firm's payroll and benefits systems and participate in other HR functions such as employee relations, performance reviews, DEI programing, and general firm wide operations in a multi-state, mission driven organization. This is a full-time remote position, to collaborate with an all-remote team.

The Human Resources Manager reports directly to the Vice President of Human Resources. The base compensation range for this position is \$60,000 - \$70,000 commensurate with the skills, experience, and qualifications. Development Guild DDI offers a complete package of benefits.

Open to US-based applicants.

Key Responsibilities

- Process bi-weekly payroll via ADP, ensuring accurate payroll reporting and records, research new state's payroll/tax laws
- Support administration and coordination of benefits, ensure compliance, annual renewal process, research analysis, provide internal communications on benefit changes/promotions
- Maintain working knowledge of all HR systems and review for efficiencies/standardization, including HRIS system
- Help ensure compliance with various employment laws and regulations, conduct research, create policies, maintain Employee Manual
- Coordinate HR aspects of new hire onboarding and training processes, educate newly hired employees on HR policies and internal procedures
- Support employee performance review process, career paths and professional development planning
- Support DEI initiatives and special projects

Key Qualifications

- Experience in a human resources professional setting; payroll and/or benefits processing
- Solid computer skills, including data processing, payroll, and human resources software
- Attention to detail and analytically driven
- Discretion overseeing sensitive and confidential information
- Demonstrated verbal and written communication skills

- Critical thinking skills and resourceful thinking
- Commitment to diversity, equity, and inclusion
- Patient and flexible work style
- Able to work well in a fast-paced environment, multitask and prioritize
- Elevated level of professionalism, diplomacy, and responsiveness

Please email your cover letter and resume in confidence to:

hrmanager@developmentguild.com

The best workplaces embrace DEI as core to every aspect of their work, understanding that innovation and strength come when everyone is given the individualized support they need to succeed. At Development Guild, we are dedicated to the continued diversification of our staff, and to creating a culture of equity and inclusion for all. Our staff is comprised of diverse voices, perspectives, and experiences – and we are better for it.

Development Guild is proud to be an equal opportunity employer. We consider all candidates for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability or protected veteran status.