



# WE DON'T WASTE

SAVING FOOD • PROTECTING THE PLANET • FEEDING PEOPLE

## **Human Resources Manager**

### **The Organization**

We Don't Waste believes nutritious food should go to people, not landfills. We reduce food insecurity and food waste by rescuing food from venues, caterers, distributors, and restaurants, then delivering it free of charge to hunger-fighting agencies in the Denver Metro area. We Don't Waste is a fast-growing and high-impact nonprofit organization that alleviates food insecurity and helps the environment through an innovative recovery model.

### **Summary/Objective:**

The Human Resources Manager reports directly to the Executive Director and plays an essential role in the success and growth of We Don't Waste. This person is adept at identifying problems, finding solutions, and nurturing a sense of job satisfaction. This role is responsible for fostering an organizational culture and promoting organizational values by partnering with management and employees. The HR Manager is responsible for managing routine HR functions, including recruitment, administration, compensation, benefits, employee leave, and creating/upholding company policies. It is expected that the person holding this position will possess strong emotional intelligence, as well as experience in employee relations, management coaching, and management training.

### **Essential Functions:**

- Plan, monitor, and appraise HR activities by scheduling management conferences with employees, hearing and resolving employee grievances, training managers to coach and discipline employees, and act as professional counsel for employees and supervisors.
- Champion the onboarding process, ensuring the process is up to date and of high quality, providing clarity and connection for all employees and their role in relation to the overall vision.
- Partner with the leadership team to understand and execute the organization's HR and talent strategy, particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Create and maintain an inclusive organization with a diverse staff, including broad-based recruiting, retention, and culture-building strategies.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; review policies and practices to maintain compliance.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Maintain and enhance employee benefits programs, including compensation, health insurance, expenses, vacation, and other personnel packages
- Coordinate management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment.
- Respond to inquiries regarding policies, procedures, and programs; interpret and implement policies and procedures to ensure consistency.
- Administer performance review program to ensure effectiveness, compliance, and equity within organization.
- Prepare employee separation notices and related documentation, and conduct exit interviews to determine reasons behind separations.
- Handle confidential matters with discretion.

**Competency:**

- Passion for We Don't Waste's mission.
- People-oriented and results-driven.
- Excellent verbal, written and presentation communication skills.
- Excellent interpersonal, negotiation, coaching, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to act with integrity, professionalism, and confidentiality
- Ability and competence to build and effectively manage interpersonal relationships at all levels of the company.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite and Google Workspace.
- Proficiency with or the ability to quickly learn the organization's software systems.

**Required Education & Experience:**

- Bachelor's degree in human resources, business administration, or proven experience equivalent for the level of the role.
- A minimum of 3 years of progressive experience in Human Resources and/or recruiting positions.
- Non-profit experience preferred but not required.

**Salary/Benefits**

We Don't Waste offers a competitive benefits package including health insurance, paid time off, paid holidays, life insurance, disability, and a matching IRA plan. The Human Resources Manager is an exempt position, and the salary range is \$50,000-\$65,000.

**Application Process**

Qualified and interested candidates should submit a resume and brief cover letter to Arlan Preblud at [careers@wedontwaste.org](mailto:careers@wedontwaste.org). Applications will be preferred through Friday, Aug. 19, 2022, and will be accepted on a rolling basis thereafter until the position is filled. The job posting will be removed from our website ([www.wedontwaste.org/team](http://www.wedontwaste.org/team)) when the position has been filled.

**EEO Statement:**

We are committed to providing equal employment opportunities to all persons regardless of race, color, ancestry, citizenship, national origin, religion, veteran status, disability, genetic characteristic or information, age, gender, sexual orientation, gender identity, marital status, family status, pregnancy, or other legally protected status (collectively, protected statuses). We do not tolerate unlawful discrimination in any employment decisions, including recruiting, hiring, compensation, promotion, benefits, discipline, termination, job assignments or training.

**Disclaimer:**

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.