



Job Title: Manager, People and Culture

**Connections for Abused Women and their Children
Greater Chicago**

Salary Range: \$76,000 - \$89,700 per year

Reports To: Director of Finance

About Us: Connections for Abused Women and their Children (CAWC) is committed to ending domestic violence. Using a self-help, empowerment approach, we provide a shelter for adults and children, counseling, advocacy, and a 24-hour hotline for people affected by domestic violence. We work for social change through education, service collaboration, and institutional advocacy.

CAWC has a team of 44 employees, anticipating growth to 50 employees. Our team is passionate about making a difference and we are looking for a Manager of People and Culture to join us in this mission.

Position Summary: The Manager of People and Culture will play a key role in managing the day-to-day HR operations and supporting the organization's growth. This individual contributor role is slated to manage 1-4 employees as the organization expands. The ideal candidate will have a broad knowledge of HR functions and a passion for fostering a positive workplace culture.

Key Responsibilities:

HR Leadership:

- Develop and implement HR strategies that align with the organization's mission, values, and goals.
- Develop and manage HR budgets, including compensation and benefits programs, ensuring that the organization is offering competitive packages to attract and retain top talent.
- Develop and implement performance management processes and programs to ensure employees are engaged, productive, and meet the organization's expectations.

Talent Acquisition:

- Identify staffing needs and develop job descriptions to attract top talent

- Develop and lead recruitment efforts, including identifying and cultivating diverse candidate pools
- Oversee onboarding and training processes to ensure new employees have a successful start
- Create and implement employee retention strategies to attract and retain high-performing employees
- Develop and implement metrics to measure and track the success of talent acquisition efforts.

Diversity, Equity, and Inclusion:

- Develop and implement strategies to ensure diversity, equity and inclusion are prioritized throughout the organization.
- Create and implement metrics to measure and track the success of DEI initiatives.

Employee Relations and Management:

- Handle employee grievances and conflicts and ensure compliance with applicable employment laws and regulations.
- Develop and implement effective performance management processes that support a culture of continuous improvement and high performance.
- Develop and implement strategies and programs to support employee development, growth, and career advancement.
- Manage the compensation and benefits programs to ensure they are competitive, fair, and align with the organization's values and goals.

Employment Regulation Leadership:

- Stay up to date on federal, state, and local employment laws, regulations, and compliance requirements and ensure that the organization is adhering to all employment laws.
- Ensure that all HR policies, procedures, and practices comply with relevant employment laws and regulations.
- Ensure that the organization's employee handbook is up-to-date and that all employees are aware of the policies and procedures.
- Stay informed of changes in payroll rules and regulations and ensure that payroll is processed accurately and timely.

Qualifications:

- Bachelor's degree in human resources, Business Administration, or related field; Master's degree preferred.
- 5+ years of progressive leadership experience in human resources, preferably in a nonprofit organization.
- Strong understanding of employment laws and regulations, compensation and benefits practices, and talent management strategies.
- Demonstrated experience in developing and implementing effective HR policies and programs that align with the organization's goals and values.
- Excellent leadership and management skills, with experience leading and developing high-performing teams.

- Effective communication and interpersonal skills, with the ability to effectively communicate HR-related information to non-HR stakeholders.
- Passion for the mission and work of the organization.
- Commitment to diversity, equity, and inclusion, and demonstrated ability to build and maintain inclusive work environments.

Benefits:

- Competitive salary commensurate with experience.
- Health, dental, and vision insurance.
- Retirement plan with employer match.
- Generous paid time off and holidays.