OPPORTUNITY – MANAGER, PEOPLE & CULTURE

The Foundation for Black Communities is Canada’s first-ever philanthropic foundation dedicated to investing directly in Black-led, Black-serving, and Black-focused grassroots, non-profit and charitable organizations. Foundation for Black Communities exists to ensure every Black person in Canada can thrive and all Black communities have agency in defining their future. We will invest in change-making, working with Canadian philanthropic, political, and business partners to ensure that Black-led and Black-serving organizations have the sustained resources they need to make a meaningful impact.

Opportunity Overview

The Manager, People & Culture (MPC) will be responsible for leading all aspects of Human Resources, including recruiting/retention, benefits, hiring/onboarding, performance management, compliance, training and development, and all other HR strategy and operations. Reporting to the Director, Finance & Operations, they will be involved in a wide range of strategic planning and internal initiatives, including creating and implementing organizational strategies, staffing plans, policies, and practices. The MPC will also serve as the primary liaison to the Board of Directors HR Committee. This position will be responsible for the overall administration, coordination, and operation of HR functions to support the success of the organization and its strategic objectives.

Primary Responsibilities

Recruitment, Hiring, Onboarding, Offboarding, Succession Planning

- Manage and conduct organizational onboarding and orientation for new employees; in collaboration with the Leadership Team (LT), develop and standardize onboarding expectations, schedules, protocols, and procedures across the organization.
- Develop strategies to identify talent; establish and conduct recruitment and hiring process for all employees, from collaborating with managers on crafting job descriptions through extending job offers.
- Maintain and update a leadership succession plan for the group, and proactively identify new leaders.

Professional Development/Performance Management

- Assess organizational needs; identify and support opportunities for management and employee professional development and growth; identify personnel challenges or talent gaps and collaborate to develop solutions to address them.
- Oversee performance management activities including ongoing feedback, documentation of performance issues, annual performance evaluations, and performance improvement plans; collaborate with the LT to develop and implement new performance management approaches and systems; maintain knowledge of industry trends and best practices in workplace development and change management.
- Provide coaching and resources to help resolve and prevent interpersonal and team conflicts and adapt to different leadership styles.
- Identify and coordinate ongoing training for staff members, including annual trainings (e.g., workplace safety, sexual harassment), skills-based training, diversity and inclusion training, and other trainings as needed. In consultation with LT, design and implement a management training program for supervisory staff.
Regulatory/Compliance

- Researching, developing, writing, and updating policies, procedures, methods, and guidelines following all applicable laws and regulations
- Provide leadership and direction to ensure compliance with all employment-related laws and regulations; advise management on necessary actions in alignment with current employment law requirements
- Maintain in-depth knowledge of changing employment regulations and implement policies, procedures, and systems by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations/committees, to ensure regulatory compliance and reduce exposure to legal risks.

Culture/Employee Relations

- Coordinate employee events and appreciation activities such as the annual retreat, social events, and group activities, tracking anniversaries, birthdays, and other milestones.
- Serve as HR contact for all employees; proactively engage employees to improve working relationships, build morale, and increase productivity and retention; communicate openly and frequently, keeping staff informed on benefit resources, organizational events, and other pertinent information.
- Exhibit understanding, sensitivity and responsiveness to cultural differences; oversee the creation and implementation of programs that build momentum for diversity, equity, and inclusion.

Compensation

- Develop and administer a consistent and progressive compensation program, including salary surveys and market research to ensure the organization is competitive within its market.

HRIS/Technology

- Maintain and maximize implementation of human resources information systems (HRIS); track and apply relevant organizational/human resources metrics; contribute information, analysis, and recommendations to strategic thinking and direction; make advanced use of technology in HR functions and activities to support program and fiscal needs.

Strategy

- Maintain knowledge of industry trends and best practices in workforce development and change management.
- Review and make recommendations for improvement of policies, procedures, and practices in talent development/management.
- Forecast short- and long-term talent needs; provide input into workforce planning and succession planning.

Skills/Experience/Education Requirements

- 7+ years of Human Resources generalist experience.
- CHRP/CHPR designation or candidate status is considered an asset.
- HR experience working in a non-profit organization is considered an asset.
- Completion of a recognized human resources management certificate or degree.
- Working knowledge and applicability of employment, privacy and OHS legislation across provincial and territorial jurisdiction.
- Above average proficiency in MS Office 365 applications including Word, Excel, Teams, SharePoint, OneDrive, PowerPoint, and Outlook.
- Strong coaching and analytical skills.
- Detail-oriented, adaptable to change and capable of prioritizing in a fast-paced environment.
• Excellent client service abilities; sensitivity to employee issues and understanding the importance of diplomacy and confidentiality.
• Sound judgement, high level of integrity and emotional intelligence.
• Proven ability to foster and maintain effective working relationships with internal and external contacts.
• Clear and concise verbal and written communication skills; active listening skills.
• Preference will be given to bilingual (French/English) HR experienced candidates.

Core Competencies
• Self-awareness – Reflexive with reference to individual social location, power, and privilege, with a strong understanding of personal strengths and areas for growth.
• Emotional Maturity - Able to maintain composure under pressure and handle multiple priorities.
• Strategic Focus - Engages stakeholders in developing, supporting, and implementing the strategic direction.
• Decisive - Takes a systems approach to solving problems and making decisions in collaboration with stakeholders. Exercises excellent judgement.
• Bias for Action - Uses a proactive entrepreneurial approach to act and achieve desired outcomes.
• Service Orientation - Focuses on grant seekers and other stakeholder experiences through interactions with the Foundation.
• Embraces Complexity – seeks to learn from rather than manage complexity.
• Change Leader – Recognizes and promotes change as necessary - able to lead others through transition and change.
• Excellent Communication – Written and oral. Effectively informs, influences, and persuades others.

Salary
$80,000.00 plus a comprehensive benefits package.

Location
FFBC seeks to build a team that is representative of Canada’s provinces and territories. Through our remote working policy there is an opportunity to work from home anywhere in Canada. If interested, please identify your requested location during the hiring process and we can discuss the conditions required under our policy.

How to Apply:

To apply please submit a cover letter and resume to hr@forblackcommunities.org. Submissions will be accepted until 3pm EST on August 8th, 2023.

The Foundation for Black Communities is committed to the principles and practices of an inclusive and equitable process. Our goal is to be representative of the community we work with and encourage applicants from communities which are structurally marginalized. We sincerely thank all applicants however only those selected for an interview will be contracted.