

Job Description

Human Resources Manager & Office Manager

Introduction

WildAid is a growing and dynamic global wildlife conservation non-profit based in San Francisco, California, with a mission to inspire and empower the world to protect wildlife and vital habitats from critical threats. WildAid manages a \$12 million annual budget and has received a Four-Star rating from Charity Navigator for over a decade. Since its founding in 1999, WildAid has become a premier conservation organization in driving behavior change through both world-class communications campaigns and capacity building.

Job Description

WildAid seeks an experienced Human Resources professional to serve as the organization's Human Resources Manager & Office Manager. This position will be the primary HR role for the organization with responsibility for employee engagement, performance management, compliance, recruitment, benefits administration and other HR roles, as well as a range of other administrative functions as the Office Manager of the San Francisco office. This broad role will require someone who specializes in Human Resources, and is also interested in serving the organization in other administrative functions and is willing to engage with various projects as assigned by leadership that may be outside of a typical HR role.

The Human Resources Manager & Office Manager will report to the organization's General Counsel, with dotted line reporting to the CEO.

Key responsibilities of the Human Resources Manager & Office Manager, include:

- **Employee Engagement/Work Culture:** Recognizing employee birthdays and anniversaries, sending swag and gifts, organizing all aspects of the annual staff retreat, organizing lunches and holiday activities, facilitating bi-weekly staff meetings, and other projects, as assigned.
- **Performance management:** Communicating and clarifying job responsibilities, and performance expectations, including maintaining current job descriptions, and managing employee performance review processes.
- **Compliance:** Reviewing employment and working conditions to ensure federal and multi-state legal compliance (with OSHA, CalOSHA, and other regulatory agencies) and properly maintaining employment files and records.

- **Recruitment:** Drafting and posting open positions, performing background checks, performing reference checks, conducting new employee onboarding and orientation, as well as handling exit interviews and offboarding processes for departing employees.
- **Workplace Policies:** Designing and updating company policies (including Employee Handbook, Illness and Injury Prevention Plans, Workplace Violence policies) and providing counseling to staff on all policies and procedures.
- **Medical Benefits:** Managing the annual open enrollment process, working with external broker on annual benefits renewal (in conjunction with the Finance team), answering employee questions about benefits and ensuring compliance with COBRA regulations.
- **Office Manager Responsibilities:** Serve as the primary point of contact for functions based in WildAid's San Francisco office: Answer the phones at the office and route calls; check general email accounts and route messages; check mail at the office on a daily basis and route to others; process all donation checks that are received, including making weekly or more frequent trips to the bank; ordering WildAid promotional materials; managing swag inventory and mailing out to constituents as requested; order business cards, letterhead and various office supplies; order meals and arrange dinners for meetings of the Board of Directors; and various other administrative projects as assigned.

Key Competencies & Ideal Profile

We are in search of an experienced HR professional with an interest in conservation, who will flourish in a role that requires a high degree of independence. A proactive and adaptable approach is essential. This role requires a collaborative spirit to engage effectively with colleagues across the organization. The successful candidate will demonstrate a strong willingness to engage with a diverse set of projects outside of the primary HR function.

Required Qualifications

- **Experience:** Minimum of 5 years of professional experience in Human Resources as an HR Manager, HR Generalist or HR Coordinator.
- **Education:** BA/BS in any field, or Associate Degree in Human Resources
- **Certification:** SHRM, PHR or equivalent certification is preferred, but not required.
- **Skills:** Strong people skills, excellent communication and interpersonal abilities, adept at project management.

Compensation

This is a full-time, exempt position. The salary range is \$70,000-\$80,000 USD annually, commensurate with skill, experience, and internal equity. Competitive benefits package includes: Employer-sponsored medical coverage and life/AD&D insurance; 401(k) eligibility with employer Safe Harbor contribution up to a 4% elected deferral; paid holidays; paid sick leave; and accrued paid time off.

Location

This position must be performed primarily from WildAid's office in the financial district of San Francisco. A hybrid schedule with a small part of work performed remotely from a home office in the San Francisco Bay Area may be possible, but the role must be primarily office-based.

Work shall be performed primarily during regular business hours, with the occasional need to participate in meetings at various times outside normal business hours.

How To Apply

To apply, please send your resume/CV, and a brief cover letter to jobs@wildaid.org. Applications will be considered on a rolling basis until the role is filled.

The successful applicant must be authorized to work in the US and must meet the requirements of WildAid's background screening process.

Equal Opportunity Employer

WildAid is committed to being inclusive and is proud to be an equal opportunity employer. We will consider all applications and applicants.