



Job Title:	Sr. Human Resources Manager
Reports To:	CEO
Status:	Part-Time
Location:	Open
Last Revised Date:	November 2020

ABOUT GLOBAL GENES:

Global Genes is a 501(c)(3) nonprofit organization working to change the world by improving lives for everyone affected by rare disease. At Global Genes®, we believe that together we can do more to tackle the challenges of rare disease. We educate, equip, and empower the global community with tools and resources to influence change. We connect rare disease patients, advocates and rare disease experts to help eliminate the challenges of rare disease. Global Genes is a leading rare disease advocacy organization with global reach to the worldwide community of patients, caregivers, advocates and clinical partners. Our mission is to eliminate the challenges of rare disease through programs and services that build awareness, provide connections, resources and educational tools to positively impact affected patients and families.

ROLE SUMMARY:

Global Genes has had an out-sized impact on the communities we serve, but as we've grown we have not dedicated significant time or effort to our own organizational infrastructure. We have never had a dedicated HR leader, and only within the past few years have we brought in an HR and payroll services company to manage key aspects of our HR- and finance-related operations.

As we look to our next phase as an organization, we face some unique circumstances that make the timing right to bring in an experienced HR leader on a part-time basis, to help us review our current practices, put in place an effective set of policies, resources and systems for HR and related functions, and build a cohesive and caring culture even in a world where our people are increasingly spread out across the U.S., and beyond.

Our plan is to engage a part-time senior HR professional who works well in a mostly virtual environment, has worked in healthcare or for a services organization connected to healthcare, and has some connection to our mission. Our preference would be to have this experienced professional engaged for an initial 6-month period, and then determine our needs moving forward – which may include continued engagement or a need to help identify, bring in and train an HR manager that can step in and take on leadership of the function, with some room to grow. Senior HR Manager responsibilities include overseeing the recruitment process, designing company policies and setting HR objectives. You will also help shape our employment strategy. To be successful in this role, you should be familiar with HR technology, including payroll systems and Applicant Tracking Systems.



RESPONSIBILITIES:

Strategy and Infrastructure Development

- Assess current HR processes and procedures to identify needs, gaps and strengths, and propose changes aligned with the Global Genes' continued evolution
- Conduct audits of HR programs such as payroll, benefits, etc
- Assess, negotiate and select comprehensive benefit plans and offerings
- Develop initiatives and programs to build the company culture and "vibe"
- Evaluate implications of the southern California HQ office and propose alternatives to the future state work model
- Develop and present an HR plan and objectives for 2021
- Ensure that organization's HR policies, processes, and practices are as efficient and high-performing as possible and are compliant with federal, state and local employment laws and regulations.
- Coordinate recognition of employee milestones

Administration (8-10 hours/month)

- Administer and run payroll
- Maintain employee data, including processing employee status changes
- Maintain Time allocations for program/overhead calculations (non-profit efficiency measure)
- Answer HR technology-related questions
- Coordinate transactional and payroll processes (i.e. onboarding, bonuses, terminations)
- Administer and track employees' annual participation in benefits enrollment, including the management and communication of the Company's annual Open Enrollment

Training & Development

- Coordinate new hires onboarding (from orientation to integration)
- Train new managers in how to supervise employees
- Ensure legal requirements are met
- Investigate & encourage employees' opportunities for professional development
- Educate employees to ensure adherence to Company policies

Performance & Talent Management

- Review, refine, manage and support annual performance review process
- Maintain job descriptions and assist with the creation of new job descriptions
- Benchmark compensation market data and recommend salary/title to managers/executives
- Maintain consultant contracts and agreements
- Advise managers/executives regarding compensation which is externally competitive and internally equitable
- Coordinate terminations in a respectful, compliant and operationally effective manner (checklist of items to consider & transition)
- Work with hiring managers to advertise jobs

QUALIFICATIONS:



- B.S. degree in HR Management or Business Administration with an HR concentration; M.S. degree in HR Management or equivalent HR certification is a plus
- 7-10+ years proven work experience as a Senior HR Manager or similar role with a demonstrated track record of success
- Hands-on experience with HR technology, including HRIS, applicant tracking and payroll systems
- Understanding of federal, state and local employment laws and regulations
- Excellent organizational, planning and communication abilities
- Excellent people management and leadership skills
- Ability to foster healthy employee relations and serve as a role model for the Global Genes culture
- Strong passion for the rare disease community required
- Non-profit advocacy, healthcare or life sciences experience a plus
- Exceptional problem solving and communication skills
- Exceptional professional style with a strong customer service approach
- Ability to lead and/or manage managers who are leading multiple projects
- Self-starter with a proven commitment to excellence; results-oriented
- Role model in organizational skills, attention to detail and gaining accountability
- Comfortable working on a fast-paced remote team
- Bilingual or proficiency in multiple languages is ideal

PERFORMANCE MANAGEMENT AREAS:

- Core Values: Integrity, Authenticity, Respect, Creativity, Collaboration and Fun
- Competencies: Personal, People, Strategic and Position
- OKRs: Objectives and Key Results

To Apply: Please email resume and cover letter to humanresources@globalgenes.org

Equal Opportunity Employer committed to diversity in the workplace.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.