ABOUT THE FOUNDATION
One of the oldest American foundations, the Russell Sage Foundation was established in 1907 for “the improvement of social and living conditions in the United States.” RSF is a research center, a funding source for studies by scholars at other academic and research institutions, and an active member of the nation’s social science community. The Foundation funds innovative social science research in four main program areas and several special initiatives; supports visiting scholars, researchers, and journalists; and publishes books and a journal based on the work of its grantees and visiting scholars.

JOB TITLE: Human Resources Manager

REPORTS TO: CFO and the Director of Administration

SUPERVISES: N/A

JOB SUMMARY: The Human Resources (HR) Manager, a newly created position, will be responsible for leading the administration and strategy of the Foundation’s HR activities which include recruitment, onboarding, offboarding, employee and retiree benefits, performance evaluations, maintenance of employee records, implementing best practices, and ensuring compliance with all federal, state, and local laws and regulations. The HR Manager must effectively communicate and maintain excellent working relationships with all 35 RSF staff members, vendors, and retirees and will be expected to make staff presentations on a regular basis.

RESPONSIBILITIES:
Recruitment/Hiring/Onboarding
• Discusses and assesses hiring needs with the supervisor, updates, or creates job descriptions, sets appropriate salary grade with input from compensation consultant, posts jobs on various sites, schedules interviews, drafts and sends offer letters, conducts background checks and confirms hire.
• Establishes appropriate onboarding process for various levels of employees and coordinates with facilities, IT, and payroll departments to set up the new employee.

Resignation/Termination/Offboarding
• For resignations, ensures proper offboarding and collection of foundation property including computer equipment, corporate information, and key cards. Coordinates with IT, finance, and facilities departments to ensure removal on all relevant systems.
• For terminations, works with external counsel to draft separation letters and ensures that
reasons for terminations are well supported within employee files.

- For retirees, ensures that contact information is up to date and that retirees are well supported. Communicates with and assists retirees as needed in benefit administration.

**Performance Management**

- Develops performance management processes and serves on committee for annual salary review process.
- Researches, recommends, and implements systems to update or automate processes such as HRIS solutions.

**Benefits Management**

- Manages the evaluation, planning, and administration of the Foundation’s various benefits such as health, paid family leave, disability insurance, life insurance, worker’s compensation, retirement plans, tuition reimbursement, employee charitable contribution match, FSA benefits and other employee benefits including postretirement benefits and ensures federal, state, and local compliance with all benefits offered.
- Manages all benefit renewals and communicates enrollment periods and plan details to staff and makes presentations to staff regarding annual updates or changes to the plans.
- Ensures that all filing deadlines are met such as the 5500 and various plan disclosures.
- Monitors and regularly communicates to staff various types of leave including PTO balances.
- Maintains excellent working relationships with broker, third-party administrator and vendors in the development of benefits proposals, negotiations with insurance carriers, and administration of contracts, or other agreements involving employee benefits.
- Independently and effectively resolves employee and retiree questions in a timely manner and addresses concerns regarding the health plan and other employee benefits.
- Improves processes or activities to enhance the administration of benefits or benefit offerings to employees.

**HR Administration**

- Maintains knowledge of existing and new federal, state and local HR laws and their impact on the foundation and staff.
- Maintains organizational charts, staff listings and employee related records and keeps confidential all employee related records.
- Coordinates annual sexual harassment training for staff.
- Updates as needed (typically on an annual basis), the employee handbook and works with outside counsel to review significant changes.
- Maintains, benchmarks and updates staff salaries using relevant surveys and consultants.
- Upon request, writes letters for employees verifying status, compensation, and benefits and/or responds to outside inquiries regarding employee status, compensation, and benefits.

**REQUIREMENTS:**

- Bachelor’s degree required. Master’s degree a plus.
• A minimum of 5-10 years of progressive HR administration experience. Previous experience working in a non-profit or grant making organization a plus.
• Strong benefits experience managing health and employee benefits and programs including pension plans and post-retirement benefits and knowledge of applicable laws and regulations.
• Sound judgment, including the ability to use discretion and to protect sensitive and confidential information. CEBS certification a plus.
• Self-starter who is results oriented with an interest to improve and develop skills.
• Able to communicate effectively over the phone, via video conference or in person; experience facilitating and presenting at meetings or other groups settings.
• Positive attitude with exceptional customer service orientation, strong interpersonal skills, with proven ability to collaborate and build relationships with foundation staff, supervisors, scholars, partners, and remote colleagues and vendors.
• Able to, both independently and collaboratively, solve problems, make decisions, ask questions and be open to the input and decisions of others.
• Excellent organizational skills, attention to detail and ability to manage multiple tasks while working with a team or independently and meet multiple, recurring deadlines.
• Excellent computer skills with strong working knowledge of Microsoft 365 and Box a plus.
• Previous experience in implementing HRIS or integrating systems a plus.

COMPENSATION AND CULTURE:
FLSA exempt position with a salary range from $108,000 to $125,000 and commensurate with experience.

The Russell Sage Foundation offers a collegial, stimulating work environment in New York City and a generous benefits package which includes:
• Full medical, dental and vision insurance for all eligible employees and their spouses, domestic partners and eligible dependents.
• 20 PTO days during first 12 months, 26 PTO days each year thereafter.
• 13 paid holidays which includes Christmas Eve through New Year’s Day.
• Education reimbursement up to $4,000/year for approved expenses.
• 403(b) employer funds 12% contribution to retirement plan, vested after 2 years.
• Employer paid life insurance and short-term disability insurance.

Current RSF COVID-19 Policy: Staff are expected to work in the office for a minimum of three days per week (60%). RSF requires proof of full vaccination. Masks are required in all public areas of the building regardless of vaccination status. This policy is in effect at least through June 30, 2022, unless city or state guidance changes.

HOW TO APPLY
Please submit a cover letter and resume to jobs@rsage.org. No phone calls please. Only qualified candidates will be contacted for an interview. Candidates will be contacted starting in January 2022.
The foundation is an Equal Opportunity Employer and is committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. The foundation prohibits discrimination against employees and applicants for employment, because of the individual's race or color, religion or creed, alienage or citizenship status, sex (including pregnancy), national origin, age, sexual orientation, gender identity or expression, sexual and reproductive health decisions, disability, marital status, familial status, domestic partnership status, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, arrest or pre-employment criminal conviction record, or any other characteristic protected by law.