

**Position Title:** HR Manager **Organization:** Future Leaders Inc. (Nonprofit) **Location:** [City, State] (Remote/Hybrid Options May Apply) **Reports To:** Chief Executive Officer (CEO) and President

### **Position Overview:**

Future Leaders Inc. is dedicated to transforming education and self-development through innovative learning programs and digital tools. We seek a proactive HR Manager passionate about creating a supportive, structured, and growth-minded workplace. This role is critical and integral in ensuring that our staffing, employee engagement, and HR processes align with the organization's strategic goals as we scale our pilot programs and prepare for statewide expansion.

### **Key Responsibilities:**

- **Recruitment & Onboarding:**
  - Oversee and manage the full-cycle recruitment process, including job postings, candidate screening, interviews, and offer negotiations.
  - Develop and implement effective onboarding processes to ensure new hires are integrated smoothly and efficiently.
- **Employee Engagement & Development:**
  - Develop employee training, mentoring, and professional development programs aligned with the organizational mission.
  - Foster a positive work environment that encourages continuous learning, innovation, and open communication.
- **Performance Management:**
  - Implement performance evaluation systems that include periodic reviews, feedback processes, and goal-setting initiatives.
  - Work collaboratively with department heads to proactively identify key performance indicators (KPIs) and address performance issues.
- **HR Policies & Compliance:**
  - Develop, update, and enforce company policies and procedures to ensure compliance with legal regulations and industry best practices.
  - Manage employee relations, resolve conflicts, and implement disciplinary measures when necessary.
- **HR Administration & Reporting:**
  - Maintain accurate and confidential employee records, ensuring data privacy and regulatory compliance.
  - Prepare regular HR reports for senior leadership, including updates on staff metrics, retention, and engagement levels.
  - Support the ongoing refinement and digital updating of the organizational business plan by coordinating with other departments.
- **Cultural Leadership:**
  - Act as a champion for the company culture, aligning HR activities with Future Leaders Inc.'s mission to empower educators and future leaders across diverse age groups.

- Lead strategic HR projects as the CEO and President directed to support organizational growth and scaling efforts.

**Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or a related field (Master's degree preferred).
- A minimum of 3–5 years of progressive HR management experience, preferably within the nonprofit or education sector.
- Demonstrated experience in recruitment, performance management, employee development, and policy implementation.
- Strong knowledge of HR software, applicant tracking systems (ATS), and modern HR practices.
- Excellent interpersonal, communication, and conflict-resolution skills.
- Proven ability to work collaboratively with executive leadership and drive organizational change.

**Industry Standard Salary Range (Nonprofit):**

Approximately **\$60,000 – \$80,000 per year**, in alignment with current market standards for similar roles in nonprofit organizations. The exact salary will depend on experience, expertise, and geographic location.

This detailed job description, alongside the condensed version, is designed to attract the right candidate and provide clear insight into the role, responsibilities, qualifications, and compensation for the HR Manager position at Future Leaders Inc. These documents can be used on your website and job listing platforms to ensure potential applicants understand the role's strategic importance and everyday functions.