Human Resources Manager
- Job Description -

The Hunt Institute’s mission is to provide unbiased research, technical expertise, and learning opportunities that equip and empower educators and policymakers to drive equitable reforms and become audacious champions for education. Since its establishment in 2001, The Hunt Institute has emerged as a recognized and credible leader in the movement to transform American public education and a go-to source for reliable, objective, and timely information. The Institute works at the intersection of education policy and politics, supporting state and national officials and empowering them to transform education. The Institute’s mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children, with its primary audience consisting of governors, legislators, and other elected and state-level policymakers.

Position
The Human Resources Manager (HRM) will have a particular emphasis in recruiting, in that the successful candidate will spend the time necessary to recruit and fill open positions at The Hunt Institute. This will involve developing recruiting plans, drafting job descriptions, posting the jobs, developing a pool of qualified individuals and managing onboarding tasks for all new employees. This position must be able to identify recruiting opportunities by researching new sources for talent, cultivating relationships with industry professionals, and networking with college placement officers and staffing company personnel. This position will represent The Hunt Institute at events, such as career fairs and community job outreach programs.

The HRM candidate will require a high energy level with a focus towards administration, compliance, analysis, and customer service. The HRM will also support office operations of The Hunt Institute, including drafting and reviewing MOUs and consultant contracts. The ideal candidate will be based out of The Institute’s Cary, NC office.

Responsibilities
- Administer and develop organization policies and procedures as needed
- Administer, explain, and assist employees with company benefits needs and additional HR related issues including leaves of absence, compensation, parental leave and conflict resolution
- Coordinate new hire requests, interviewing process, pre-employment screening and new hire documentation in compliance with all state and federal regulations
- Develop and post job descriptions and work with hiring managers to ensure qualified and diverse candidates are hired
- Serve as brand ambassador at various events, like career fairs and on-campus recruiting events
• Ensure employee files and records are maintained in accordance with all state and federal requirements
• Ensure job descriptions are up to date and compliant with all local, state and federal regulations
• Communicate regularly with leadership and finance & operations team to get a clear view of company’s hiring needs and organizational goals
• Work closely with marketing & communications team to develop creative ways for addressing talent acquisition challenges
• Proactively seek market intelligence to gain competitive advantage in attraction, assessment and sourcing methodologies
• Suggest new ideas for improving talent acquisition activities
• Maintain confidentiality concerning personnel actions, legal actions, termination, and organizational plans
• All other duties as assigned.

Qualifications

• Commitment to The Hunt Institute’s mission and vision, alongside a passion for challenging entrenched systems of educational inequity and bettering public education for all children.
• A Bachelor’s degree in Human Resource Management or a related field required.
• Experience in effectively providing proactive insights and guidance to senior leadership team.
• Basic knowledge of Federal, State, and local employment laws and regulations.
• Ability to maintain confidence in all sensitive matters (i.e., employee relations, pay, etc.).
• PHR certification a plus
• A strong work ethic, with a results-oriented philosophy and personal qualities of trustworthiness, openness, accessibility, kindness, flexibility, and a sense of humor.
• Ability to handle multiple assignments and meet deadlines.
• Ability to pay attention to accuracy and detail while thinking broadly.
• Bachelor’s degree is required.
• 3-5 years progressive experience in human resources required, Experience must include direct recruiting and HR compliance responsibilities.
• Ability to travel (anticipated 10%).

Ideal candidates will also demonstrate:

• Proficiency in Word, Excel, and PowerPoint
• Ability to build positive working relationships with multiple levels of employee and leadership
• Thorough understanding of the importance of confidentiality, professionalism and company values
• Excellent written and verbal communications skills
• Ability to prioritize in a fast-paced multi-task environment and work with minimal supervision.
• Ability to work effectively in a team environment
• Self-starter with a positive attitude
• Resourcefulness and good judgment.
• Leadership by example.
• The value of diversity of thought, backgrounds, and perspectives.
• Integrity/ethics beyond reproach.
• Constant seeking to apply best practices.
• Willingness to work collaboratively and consider new ideas.
• Commitment to The Hunt Institute’s mission, vision, financial stability, and success.

Equal Employment Opportunity
At The Hunt Institute, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status, or any other protected status designated by federal, state, or local law. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of a reference check and background investigation.

To apply: Please submit cover letter, along with a résumé or CV, and a writing sample (no more than five pages; sections from a longer paper can be submitted) to applicant@hunt-institute.org with the subject line “Last Name – Human Resources Manager.” No phone calls, please. Priority will be given to applicants who apply by February 11, 2022.