



GROUND ED SOLUTIONS NETWORK

strong communities
from the ground up

Title: Human Resources Principal	Reports to: Director of Operations
Department: Operations	Status: Full-time, Exempt

About Us

[Grounded Solutions Network](#) is a national nonprofit dedicated to shaping communities to be equitable, inclusive, and filled with opportunity for all. Where we live matters. It determines what opportunities we have and how our kids grow up. Everyone should be able to live in a place that offers opportunity: access to jobs, parks, public transit, quality schools and stable homes. Strong and inclusive communities provide the foundation that people and families need to thrive, both in the present and for future generations.

As a national membership organization, we support nonprofit and government practitioners, community resident leaders, advocates, elected officials, and other housing professionals with the tools and knowledge they need for success. We promote the creation and preservation of quality housing that remains affordable for generations. Our work specifically targets creating and expanding housing with lasting affordability, using a racial equity lens.

Grounded Solutions Network is committed to fostering an organizational culture rooted in critical thinking and consciousness about race and class. We seek candidates who are dedicated to achieving racial equity as both a process and outcome. We are committed to building a staff team that is as racially and culturally diverse as the communities that we serve. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

About the Position

Grounded Solutions is seeking a Human Resources Principal who is a proactive contributor in focusing and managing all Human Resources activities for the organization. This role is vital to our growing organization and will be tasked in handling day-to-day HR activities that encompass employee onboarding, retention, and offboarding. We are looking for a passionate self-starter who can work independently as well as collaboratively.

This position reports directly to the Director of Operations and collaborates closely with geographically dispersed staff throughout the organization.

This is a great opportunity for a highly organized, detail-oriented individual who has experience in Human Resources for a non-profit and is excited by the prospect of building and retaining our growing team to advance the organization's mission. The HR Principal makes a positive contribution to the organizational culture and is vested in furthering its racial equity goals. They actively help plan and participate in team and employee meetings, retreats, or initiatives, seek opportunities to improve efficiencies and contribute to creativity, innovation, collaboration, and problem solving throughout the organization.

Key Responsibilities:

- **Processes, Policies, and Daily HR Duties (50%)**
 - Serve as the HR liaison between employees, our third-party Professional Employer Organization (PEO), and other vendors to administer benefits, employee leaves, worker's compensation, and employer compliance.
 - Respond to personnel-related inquiries from staff, referring complex and/or sensitive matters to Director of Operations, the appropriate supervisors, and/or PEO.
 - Administer timely submission of timesheets, bi-monthly payroll, and 401k enrollment/contributions.
 - Serve as lead administrator for personnel recordkeeping; filing, personnel action tracking compliance, documentation, and reporting ensuring accuracy for audit.
 - In collaboration with PEO, maintain compliance with federal, state, and local employment laws and regulations, and recommend best practices; review policies and practices to maintain compliance.
 - Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
 - Assist in identifying strategies to improve upon current HR systems and processes
 - Communicate HR policies and procedures for internal audiences by drafting written content and conducting trainings and presentations.
- **Recruitment and Retention (50%)**
 - Manage recruitment activities and collaborate with hiring managers. This includes drafting and posting job descriptions based on the job level guide and internal hiring policies, screening resumes/applications, drafting interview materials, scheduling interviews, and drafting and sending offer letters.
 - Propose key recruitment strategies for key positions, whether through websites, recruiters or a combination of both.
 - Manage employee onboarding and offboarding activities.
 - Coordinate benefits, open enrollment trainings and communications with staff.
 - Identify, recommend, and implement org-wide initiatives that help increase employee retention and satisfaction.
 - Act as the key liaison for all staff professional development.
 - Advise management in appropriate resolution of employee relations and/or employee management issues.
 - Administers performance review program to ensure effectiveness, compliance, and equity within organization.

- Administer compensation program to ensure compliance and equity within organization.
- Organize company programs and events to engage employees and increase retention.
- Develop programs to promote diversity, equity, and inclusion.

Qualifications for Entry into this Position:

Grounded Solutions believes that our team should reflect, respect, and understand the diversity of backgrounds, identities, and experiences of the communities that we serve. We strongly encourage people of color, people of all gender identities, people with disabilities, and LGBTQ+ candidates to apply. Studies have shown that men apply for jobs when they meet only 60% of the qualifications, but women only apply if they meet 100% of them. If you are unsure that you qualify for the position but think you'd be great at the role, we encourage you to apply anyway. If you don't have the minimum qualifications, you may be offered a different position and title, and we would partner with you to help you gain the skills necessary for the position as posted.

- 6+ years of Human Resources professional experience
- 3+ years of work experience at a nonprofit organization
- Demonstrated knowledge of Human Resources functions
- Excellent organizational and administrative skills including meticulous attention to detail; accuracy and timeliness in record keeping and follow through
- Strong project management skills
- Proficiency with MS Office Suite, willing to learn new technologies
- Familiarity with Insperity, ADP, or similar HR software platforms
- Experience working with PEO, HR recruitment sites, or recruiters a plus
- Strong discretion, integrity, ethics, and confidentiality
- Possessing strong judgement, flexible, accommodating, and calm under pressure
- Able to work independently and collaboratively and execute tasks with general supervision
- Ability to work and communicate with diverse communities.
- Ability to prioritize and handle multiple projects simultaneously

Additional Preferred Qualifications

- SHRM-CP/PHR certification preferred

Starting Salary Range

\$79k to \$94k annually, commensurate with experience.

Benefits

Competitive, comprehensive benefits package including health, dental, matching 401k, and paid time off. Supportive, stimulating, and collaborative environment with passionate colleagues dedicated to building community, equity, and justice. Opportunities for professional growth and development.

Travel Required

Approximately 2-4 trips per year of domestic out-of-state, as needed, to attend conferences and company meetings.

COVID-19 Requirements

GSN's mandatory vaccine guidelines require all employees to be fully vaccinated by their start date. At this time, GSN defines "fully vaccinated" to mean that two weeks have passed since a second dose of the 2-dose series for the Pfizer or Moderna vaccines, or a single dose of the Johnson & Johnson vaccine. A current employee or applicant (i) who has a disability or qualifying medical condition that contraindicates a COVID-19 vaccination, (ii) whose sincerely held religious belief, observance or practice conflicts with the vaccination requirement, or (iii) who qualifies for an exemption under applicable state or local law may request an exemption from this vaccination policy.

Location

Remote on the West Coast or willing to work Pacific Time hours.

Join our team and build your career with us! We offer:

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- Opportunities for professional growth and development
- Competitive, comprehensive benefits package including health, dental, matching 401k and paid time off.

How to Apply:

Please submit, as 1 document (PDF or word), a resume, cover letter and a sample writing: [HR Principal](#). Interviews will be conducted on a rolling basis.