



Director of Human Resources

About Mandela Partners

Mandela Partners is a 501(c)(3) non-profit organization based in Oakland, CA. Since 2004, we have worked to use food as a tool for communities of color to build wealth, well-being, and economic opportunities in their own neighborhoods. We are a community-based and community-led organization and strongly prioritize the voices of local residents in the direction and focus of our work. We hold ourselves accountable to five key values – partnership, community, transformative change, food is fundamental, and team culture – described further on our website. Our team is majority BIPOC, with a diverse background of professional and lived experiences and a strong orientation towards inclusion, wellness, and joy in the workplace. For more information, please visit www.mandelapartners.org.

Position Overview

The Director of Human Resources is a new position that reports to the Executive Director. With input and support from the leadership team, the Director of Human Resources will set and lead the implementation of the organization's human resources strategy.

The Director of Human Resources is responsible for developing and executing human resource strategy in support of the organization's overall strategic direction, specifically in the areas of talent management, compliance and risk management, organizational and performance management, training and development, compensation, and Diversity, Equity, and Inclusion (DEI).

Key Responsibilities

Compliance and Risk Management (20%)

- Ensure compliance with California labor laws and regulations.
- Develop and implement HR policies and procedures.
- Manage risk and ensure the organization is protected against legal and financial risks related to HR practices.



Recruitment and Talent Management (20%)

- Oversee the recruitment process, including job postings, interviewing, onboarding, and offboarding.
- Lead efforts to attract, retain, and develop a diverse workforce, ensuring that recruitment and talent management processes are equitable and inclusive.
- Process new hires, ensure compliance with new hire reporting requirements, and maintain personnel files.
- Ensure a positive candidate experience and adhere to EEO hiring practices.

Diversity, Equity, and Inclusion (DEI) (20%)

- Develop and implement DEI strategies, programs, and initiatives that foster a diverse and inclusive workplace.
- Collaborate with senior leadership to ensure DEI principles are embedded in the organization's policies, practices, and culture.
- Monitor and analyze DEI metrics, providing regular reports to leadership and recommending actions to address gaps and opportunities.
- Support training and education on DEI topics, promoting awareness and understanding across the organization.
- Serve as a resource and advocate for employees, ensuring that all voices are heard and respected and that issues related to discrimination or bias are addressed promptly and effectively.

Employee Relations (15%)

- Manage employee relations issues, including conflict resolution, disciplinary actions, and grievance procedures.
- Foster a positive work environment and culture through effective communication and employee engagement initiatives.
- Provide guidance and support to managers on HR-related matters.
- Maintain confidentiality regarding the organization's financial and personnel information.
- Responsible for tracking and managing work anniversaries & birthdays

Compensation and Benefits (15%)



- Update and oversee existing compensation policies and benefits programs.
- Monitor employee benefits, including administration of plans as needed (i.e., EAP, 403b, and health insurance)
- Conduct annual salary benchmarking and ensure competitive and equitable pay practices.

HR Strategy and Planning (5%)

- Develop and implement HR strategies that align with the organization's strategic goals and objectives.
- Advise senior management on HR matters, providing guidance on how to address complex HR issues best.
- Partner with leadership to forecast and develop talent strategies that align with the organization's future workforce needs.
- Champion a culture of inclusivity and belonging, integrating DEI principles into all aspects of HR strategy and operations.

HR Metrics and Reporting (5%)

- Monitor and analyze HR goals and metrics to assess the effectiveness
- Prepare and present reports to senior management on HR-related data and trends.
- Use data to drive decision-making and improve HR practices.

To Be Successful in this Role You Have:

- Minimum of 5-7 years of HR experience, with at least 3 years in a senior HR role.
- Possess HR certification (e.g., SHRM-SCP, SPHR)
- Strong knowledge of California HR practices, employment laws, and regulations.
- Demonstrated experience in developing and implementing DEI strategies and initiatives.
- Excellent leadership, communication, and interpersonal skills.
- Ability to develop and implement HR strategies that support organizational goals.
- Strong analytical and problem-solving skills.
- Alignment with our commitment to improve health, create wealth, and build assets through local food enterprises in under-served communities
- Strong and engaging written communications, including the ability to compose, edit, and refine materials for a diverse range of audiences



- Ability to use Google Drive (Google Docs, Google Sheets)
- Ability to work both independently and as part of a team
- Strong capacity to connect with staff and to interact comfortably with a broad range of people and backgrounds

Compensation & Benefits

This is a full-time, exempt position with benefits and an annual salary of \$110,000-\$115,000 depending on experience.

The Mandela Partners benefits package includes seven days of paid vacation with progressive increases in year two and year three, office closures during the week between Christmas Eve and New Year's Day and the week of Juneteenth, 10 paid holidays, 12 sick days, and health/dental/vision benefits. Employees are immediately eligible for 403(b) retirement plan enrollment.

Mandela Partners' standard office hours are 9 AM – 5 PM, Monday through Friday. Occasional hours outside of standard office hours may be necessary, with advanced notice. Mandela Partners currently operates a hybrid work schedule, with the team working in our Oakland office on Mondays and at least one additional day at one of our East Bay sites.

Steps to Apply

Please send a resume and cover letter detailing your experience to jobs@mandelapartners.org. The deadline to apply is September 27, 2024 and interviews will begin immediately. The expected start date for this position will be in late October 2024.

Mandela Partners is an equal-opportunity employer and makes employment decisions on the basis of merit and job performance. Mandela Partners policy prohibits discrimination based on sex (including gender, gender identity, gender expression, transgender, pregnancy and breastfeeding), race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, national origin, ancestry, religious creed (including religious dress and grooming), sexual orientation (including heterosexuality, homosexuality and bisexuality), age (40 and over), marital status, military or veteran status, genetic characteristic or genetic information, physical or mental disability, medical condition, reproductive health decision making, or any other characteristic protected by federal, state or local laws.