



## **HUMAN RESOURCES MANAGER**

### **ORGANIZATION OVERVIEW**

Team IMPACT is a national nonprofit that promotes healthy social and emotional development for children and families struggling with the emotional trauma that comes with fighting life-altering diagnoses and chronic illness. Team IMPACT is the only nonprofit that leverages team camaraderie to ensure sick kids develop socially and never feel alone. Our unique 2-year program drafts children onto college athletic teams across the country. Based on a clinical model, it ensures each has the personalized game plan they need to win – effectively building confidence and independence. The team provides an extended support network for the children and their families using a strengths-based, future-focused perspective. Even the most advanced treatments don't stop kids from being treated differently. We believe in Getting All Kids in the Game.

To date, Team IMPACT has matched over 2,400 kids on over 750 campuses, and 60,000 student-athletes have participated in the program. Founded in Boston in 2011, Team IMPACT has since grown to have regional offices in Philadelphia, California, and Chicago, with plans for additional region growth in the future.

Team IMPACT is committed to advancing health equity and cultivating an environment where diverse perspectives and backgrounds are embraced. Building a diverse team in every sense of the word allows us to make better decisions, build a strong organization, and better serve all our communities. To that end, we welcome a diverse pool of applicants, and we encourage everyone to bring their authentic selves to this hiring process and to their role at Team IMPACT.

### **POSITION SUMMARY**

The Human Resources Manager will lead the human resource function for the organization with a primary focus on managing existing and new policies, staff recruitment, and internal programs around employee relations, training and development, benefits, and organizational development. As a growing organization with multiple regional offices, this position will be responsible for successfully maturing and scaling the human resource function at a time when our strategic priority is broadening the reach of our program.

Reporting to the Chief Operating Officer, this position is vital to ensuring our organizational culture continues to embody effective collaboration, strong communication, and commitment to our purpose. The Human Resources Manager will be driven by a mandate to ensure the Team IMPACT experience continues to be impactful, enjoyable, and closely tied to our core values and mission.



## KEY RESPONSIBILITIES

- Responsible for leading the internal human resource management function of the organization while partnering with our PEO employer on all administrative functions.
- Create new and lead existing HR practices and objectives that provide an employee-oriented, high-performance culture.
- Contribute to the design, implementation, and operation of HR systems and procedures to support planned staff growth.
- Be the voice of Team IMPACT's HR Employee communications.
- Implement the annual performance review process while continuously evaluating the process for enhancements through employee feedback and industry best practices.
- Champion the onboarding process as the lead recruiter by working with hiring managers to develop diverse candidate pools and then ensuring new employees have the information and resources necessary for a successful start in the organization.
- Assist in efforts around building and maintaining culture as the organization grows with a focus on DEI work to which TI already has a strong commitment.
- Oversee administration of benefit enrollments and updates.
- Partner with leadership in organizational staff planning as part of the annual budget development process.
- Assist leadership with employee relationship management, employee grievances and disputes, counseling, and disciplinary actions.
- Support the tracking, management, and oversight of all personnel records with a filing and retrieval system.

## QUALIFICATIONS

As HR Manager, you must possess most or all the following characteristics and qualifications:

- **Bachelor's degree** or equivalent experience
  - Prefer but do not require course work in Human Resources Management, Business, Organization Development, Communication or similar.
  - HR Certifications/Designations not required but welcome.
  - Advanced certification and/or master's degree applicants welcome.
- **5+ years** successful experience and progressive leadership in Human Resources division of similarly sized corporation or organization.
- Demonstrated ability to manage and improve HR processes that support organizational growth, performance evaluation, and team collaboration.
- Track record of discretion and confidentiality around sensitive information
- Strong communication and organization skills
- Knowledge of HRIS software & systems; literacy in a MS O365 environment.
- Passion for Team IMPACT mission



## **BENEFITS**

Team IMPACT offers a competitive salary and benefits, including health insurance, 401k w/match, and a generous PTO structure, all commensurate with experience and skills.

Team IMPACT was certified as a **Great Place to Work** in **2022, 2021** and **2020: [Working at Team IMPACT | Great Place to Work®](#)** and was named one of **Front Office Sports' Best Employers in Sports**, recognizing our organization for doing the best for our team based on objective measures and employee feedback. Team IMPACT's main headquarters are located in Marina Bay in Quincy, Massachusetts, a few miles outside of Boston. This position will follow our current hybrid work schedule, which requires a certain number of days working in the office.

## **HOW TO APPLY**

Please click [here](#) and attach a resume and cover letter. Materials can be addressed to Brendan Sullivan, Chief Operating Officer. Applications for this position will be reviewed on a rolling basis.