



## **HUMAN RESOURCES MANAGER**

**Reports to:** Vice President, Talent and Collaboration

**Status:** Full-time, Exempt

### **About APAH**

APAH is a non-profit affordable housing developer that works throughout the DC region. APAH exists to provide quality affordable housing and resident-centered programming to help our residents make the most of their home. APAH is a mission driven, community minded and resident focused organization guided by seven core values: compassion, integrity, collaboration, innovation, excellence, impact and racial equity. APAH owns 22 communities and has developed more than 2,600 apartments, with an additional 1,500+ apartments under construction or in development throughout the region.

### **Summary Description**

The Human Resources Manager, with the support of the Vice President of Talent and Collaboration, is responsible for providing operational human resources guidance and support through the implementation of standard HR best practices and procedures. The HR Manager will play an important role in enhancing APAH's organizational performance, employee relations, policies and procedures, performance management, compensation and benefits, retention, training and development and compliance. They will partner with the Operations and Talent Acquisition Manager on recruitment strategies and procedures. The HR Manager will work closely with and support, managers and employees to ensure alignment between APAH's mission and values, compliance with all EEOC principles and regulations and APAH's strategic plan. Further, the ideal candidate will play a role in implementing HR strategies that align with our commitment to creating a workplace where all individuals feel valued, respected, and included, a core part of our strategic goal to be an employer of choice.

### **Key Responsibilities**

#### **Policy Design and Implementation**

- Implement and maintain HR policies and procedures in compliance with relevant regulations
- Regularly educate employees and managers on workplace policies through frequent updates for staff newsletters and periodic training sessions
- Create and maintain current job descriptions, employment letters, contracts and other employment related documents and templates
- Regularly review all policies, programs, and procedures with a DEIB lens, making recommendations for changes as necessary.

#### **Employee Relations**

- Oversee employee relations and address issues in a timely and effective manner
- Foster a positive workplace culture that aligns with the company's values

- Regularly track turnover, assess current retention efforts, and seek employee feedback
- Administer annual employee engagement survey

### **Performance Management and Employee Development**

- Develop, implement and manage performance management systems to support employee performance and development
- Provide coaching and support to managers in performance evaluation and goal setting
- Ensure that performance management processes, tools and philosophies aligns with APAH values and strategic objectives
- Conduct and provide regular training programs to enhance employee skills and performance
- Administer ongoing training programs critical to staff development and management

### **Benefits Administration**

- Administer employee benefit programs and ensure compliance with legal requirements
- Regularly review and update benefits packages to remain competitive in the market and to promote employee retention
- Continually monitor the costs and effectiveness of benefits plans
- Initiate and process all benefit enrollments, benefit changes, and annual renewals
- Administer and resolve benefit-related issues

### **Data, Administration and Reporting**

- Maintain personnel files according to best practices
- Support talent hiring and onboarding activities led by Talent Acquisition Manager
- Prepare and present reports on key HR metrics to provide insights and drive informed decision making
- Remain current on employment related legal updates and ensure organizational compliance

### **Qualifications**

- Bachelor's degree in Human Resources, Business Administration or related field preferred, or comparable experience.
- Knowledge of principles and practices of personnel administration, benefits administration, employment laws and regulations.
- Excellent interpersonal skills and good judgment. Able to work well with a variety of people.
- Effective oral and written communication skills
- Proven ability to handle sensitive and confidential information
- 5-7 years of experience in human resources or non-profit management
- Appreciation for the mission of the organization a must.
- SHRM or HRCI certification is a plus.

### **Expected Hours of Work**

This is a full-time, exempt position. Typical work days are Monday through Friday, with a total of 40 hours worked a week between the hours of 8 a.m. and 6:30 p.m. Occasional evening or weekend hours for community/board meetings related to projects and/or special events; additional work hours as required.

### **Physical Demands**

- Must be able to remain in a stationary position 50% of the time

- The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and occasionally operates other office equipment including copiers and file cabinets
- The ability to communicate information and ideas so others will understand in meetings and one on one conversations, both in person and via video conference. Must be able to exchange accurate information in these situations

### **Salary and Benefits**

Salary band for this position starts at \$94,000 annually. Commensurate with experience. APAH has a competitive benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, life insurance, commuter benefits, 401k and paid leave. Remote work up to 50% of the time is available. Our corporate office in Ballston features free parking.

### **Equal Opportunity Employment**

APAH offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall, transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

*APAH is an [E-verify employer](#) and will provide the federal government with Form I-9 information to confirm authorization to work in the US. APAH will only use [E-Verify](#) once a job offer is accepted, following submission of the Form I-9.*

**For more information about APAH, visit our website at [apah.org](http://apah.org). To apply, please submit your resume and cover letter to [resumes@apah.org](mailto:resumes@apah.org). Resumes will be accepted until the position is filled.**