



## HR Manager- Job Posting

### Organization and Opportunity Overview

The ACLU-WI is a statewide non-profit, non-partisan, private organization with 23,000 members. The ACLU-WI is widely recognized as a cutting-edge and leading advocate for civil rights and civil liberties in the state, and works closely with other state organizations that share compatible goals. Our mission: *The American Civil Liberties Union of Wisconsin fights to protect, defend, and expand civil rights and liberties – particularly for communities historically denied their rights – through nonpartisan advocacy, community education, litigation, and organizing in order to create a more just future.* The ACLU of Wisconsin’s combined operating budget is approximately \$4.5 million with headquarters in the City of Milwaukee. The organization has a diverse staff of up to 30 individuals.

### Position Overview

The HR Manager is a staff position within the ACLU-WI’s Administration Department. The position will administer Human Resources (HR) systems and structures that center on the ACLU’s commitment to equity, diversity, inclusion, and belonging (EDIB) while ensuring that the organization meets regulatory and nonprofit best practices. The position will manage the ACLU-WI’s day-to-day HR functions.

The HR Manager is responsible for all Human Resources functions including, but not limited to, recruitment, onboarding, benefits administration, payroll administration, performance management, training & development, and other standard HR functions to ensure compliance with state and federal labor laws along with ACLU policies.

### Job Context

This position is a full-time exempt position. The HR Manager reports to the Deputy Executive Director. The position is based in the Milwaukee area in a hybrid work environment (in-person and work from home). Work may include some nights and weekends and occasional travel at the expense of the organization.

### Responsibilities include:

- Create, refine, and maintain clear, responsive, and accessible HR systems for staff;
- Manage recruitment efforts, including job descriptions, job postings, application review, interviews, reference checks, and offers;
- Serve as a primary point person for employee inquiries regarding human resources services and policies;

- Manage staff benefits including health, dental, vision, retirement plan, and other insurance benefits;
- Support staff in resolving interpersonal conflicts with colleagues and handling feedback professionally;
- Identify, recommend, implement, and train staff on new systems and operational improvements to streamline HR processes and incorporate best practices in management, including updating employee policies and personnel handbook;
- Participate in and help lead ACLU-WI work to promote, and protect a respectful, equitable workplace of belonging, including staying apprised of and implementing best practices in EDIB;
- Prepare HR related materials for audits, benefits renewals, annual compliance filings, and pension and retirement plan census reports;
- Ensure accuracy and confidentiality of employee records;
- Maintain knowledge of legal requirements related to HR, reducing legal risks and ensuring regulatory compliance;
- Oversee the successful orientation of each new employee and intern, to ensure that they are welcomed, set up for success, and able to integrate seamlessly into the organization;
- Conduct offboarding, including exit interviews and ensuring continuity of work;
- With supervisors, create and execute or identify professional development programs and systems to retain high-caliber, well-performing staff and to enable team members to grow;
- Maintain awareness and knowledge of labor and employment law and assure organizational compliance, including providing direction to directors, supervisors, and staff to ensure they are fully informed of HR requirements, objectives, and plans;
- Manage handling of confidential documents;

## **Experience & Qualifications**

- Commitment to Equity, Diversity, Inclusion, and Belonging as core values;
- A strong commitment to the mission and goals of the ACLU, racial justice, dismantling white supremacy and incorporating a structural power analysis into work;
- Knowledge and understanding of how power and oppression is manifested in matters of race, ethnicity, age, gender, sexual orientation, gender identity, gender expression, religion, ability, citizenship and socio-economic circumstances;
- Knowledge of: employment law, compensation, employee relations, employee engagement and employee development, methods of handling and resolving complex employee relations issues;
- 5+ years relevant human resources experiences, including policy and benefits administration, and strong knowledge of human resources and policy guidelines (both legal requirements and best practices);

- Talent for creating and managing systems;
- Trustworthy with excellent judgement and experience exercising discretion and upholding the highest level of confidentiality;
- Excellent interpersonal skills, including conflict resolution experience and ability to work across lines of difference, working effectively with both internal and external colleagues and stakeholders at all levels;
- Ability to work independently and collaboratively in a fast-paced environment with fellow ACLU-WI staff and outside contractors, managing several projects simultaneously and adjusting to frequently shifting immediate demands with a diplomatic touch;
- Ability to communicate quickly and effectively, both verbally and in writing;
- High-level attention to detail, wherein you often notice things that other people miss;
- Proficiency with office technology and information systems, including databases, online communications, word processing, spreadsheets, project management systems, and video conferencing;
- Ability to jump in and help on any project and learn new things quickly;
- Willingness and availability to work occasional evenings and weekends with advance notice, during times of office events or busy seasons;
- Ability to travel locally, regionally, and nationally as needed;
- Other administrative duties as assigned.

**The following qualifications are preferred, but not required:**

- Minimum of bachelor's degree in Human Resources, Psychology, or related field.
- PHR or SHRM-CP Certification

**Working Conditions:** Hybrid work requirements consisting of approximately a 40-hour work week with work from home permitted when work responsibility allows, prioritizing caregiving and work-life balance needs. The position requires maintaining physical file records and word processing.

- Ability to work at a computer for multiple hours a day;
- Prolonged periods sitting at a desk and working on a computer;
- Visual acuity for extensive reading, preparing, and analyzing information, and viewing a computer terminal;
- Ability to do light physical activity including occasional lifting and carrying of office supplies, packages, and equipment weighing up to 20 pounds to facilitate organization, filing, and event assistance

**Mental Demand:** Decision making, emotional intelligence, giving and receiving feedback and building trusting, collaborative relationships. The nature of this work can be emotionally demanding and requires thoughtful communication.



**Compensation:** Based on the experience necessary for this role, we anticipate an annual salary of no less than \$75,000 annually; commensurate with experience. The organization provides employees \$60 per month for internet and cell phone allowance. Benefits include paid vacation and sick leave, 12 weeks paid family medical/parental leave, and optional medical (includes one plan at no cost to the employee), vision, dental coverage, life insurance, short- and long-term disability insurance, and a 401(k) retirement fund with a stepped employer match.

**How to Apply:** Please **email** a single document of the requested documents to [hr@aclu-wi.org](mailto:hr@aclu-wi.org), please use '[YOUR NAME]-HR Manager' in the subject line of the email. The requested items are the following:

- Cover letter explaining how you are qualified for this position and why you're interested in being part of the ACLU of Wisconsin;
- Resume;
- Final interviewees will need three professional references.

**Applications will be accepted until the position is filled.**

*This job announcement provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. The ACLU of Wisconsin reserves the right to change the description and/or posting at any time without advance notice.*

*The ACLU of Wisconsin is an equal opportunity/affirmative action employer and strongly encourages people of color, people with disabilities, members of the LGBTQ+ community, and formerly incarcerated people to apply. The ACLU of Wisconsin undertakes affirmative action strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions. We encourage applicants with disabilities who may need accommodations in the application process to contact us at [hr@aclu-wi.org](mailto:hr@aclu-wi.org).*

*The ACLU of Wisconsin is composed of two separate corporate entities, the American Civil Liberties Union of Wisconsin and the American Civil Liberties Union of Wisconsin Foundation. Both organizations share office space and employees.*