



Employment Announcement: Senior Talent Manager

About the Fund

Founded in 1940, the Rockefeller Brothers Fund (RBF) advances social change that contributes to a more just, sustainable, and peaceful world. The RBF's grantmaking is organized around three themes: Democratic Practice, Peacebuilding, and Sustainable Development. Though the Fund pursues its three program interests in a variety of geographic contexts, it has identified several specific locations on which to concentrate cross-programmatic attention. The Fund refers to these as "RBF pivotal places": subnational areas, nation-states, or cross-border regions that have special importance with regard to the Fund's substantive concerns and whose future will have disproportionate significance for the future of a surrounding region, an ecosystem, or the world. The Fund currently works in three pivotal places: China, the Western Balkans, and Central America. The Charles E. Culpeper Arts & Culture program, focused on New York, nurtures a vibrant and inclusive arts community in the Fund's home city.

Through its grantmaking, the RBF supports efforts to expand knowledge, clarify values and critical choices, nurture creative expression, and shape public policy. Its programs are intended to develop leaders, strengthen institutions, engage citizens, build community, and foster partnerships that include government, business, and civil society. Respect for cultural diversity and ecological integrity pervades the Fund's activities.

Position Summary

The RBF seeks a Senior Talent Manager to provide oversight for employee relations with a focus on employee benefits, compliance, and other Human Resources programs that enhance both management practice and employee experience.

The incumbent will manage all Human Resources audits and co-manage all Human Resources reporting, as well as departmental and employee files and records. They will oversee the Human Resources Information System (HRIS), support the Senior Human Resources Associate with payroll, ensure that the Employee Handbook and employee policies are current, and participate in special projects as assigned.

The Senior Talent Manager supports Human Resources functions for the RBF and its six affiliated organizations, reporting to the Vice President, People and Culture/Chief Diversity Officer.

Key Responsibilities

Employee Rewards and Compliance Management

- Administer and manage all benefits programs, procedures, and processes on behalf of RBF and its affiliates' active employees and retirees.
- Oversee Flexible Spending Accounts, Qualified Transportation Expense Programs, Health Savings Accounts, Health Reimbursement Accounts, the retirement 401k plan, etc.
- Resolve employee inquiries regarding benefit programs.
- Manage the Fund and its affiliates' annual open enrollment programs.
- Conduct and/or coordinate periodic benefit-related training and maintain effective communication with employees regarding benefit programs.
- Manage assigned outsourced benefit vendors to ensure efficient employee benefits administration.
- Manage workers compensation and unemployment claims, short-term and long-term disability, life insurance, and other periodic employee benefit-related matters.
- Oversee Human Resources compliance on all RBF and affiliate worksites, including all publicly required postings, anti-harassment trainings, government reporting and filings, etc.
- Manage compliance-related requests from the government, auditors, and other internal and external stakeholders, including completing, reviewing, and filing of forms 5500 and compiling required information for forms 990.
- Manage work authorizations and relocation for eligible new hires.
- Manage unemployment claims on behalf of the RBF and its affiliates.
- Manage Employee Handbook and ensure Human Resources policies comply with federal, state, and local laws and requirements.
- Oversee Human Resources audit processes.
- Remain current with employee benefit trends and recommend changes, as necessary.

Employee Relations and Human Resources Administration

- Serve as first point of contact to RBF staff and affiliates for general HR-related matters. Escalate issues to Vice President, People and Culture/Chief Diversity Officer as needed.
- Manage employee relations for RBF affiliates.
- Provide backup payroll support for the Senior Human Resources Associate as well as first level oversight of semi-monthly payroll.
- Conduct all exit interviews on behalf of RBF and affiliates.
- Oversee new hire orientation and onboarding processes in relation to employee benefits and payroll tasks, including managing new hire paperwork, I-9, W-4, etc.
- Serve as part of HR team responsible for Enterprise Risk Management and disaster management initiatives.
- Oversee HRIS implementation and improvements.

Talent Management

- Co-chair the RBF Management Council that works to surface and address routine management challenges.
- Serve as the primary Human Resources contact for RBF affiliates.
- Support the Vice President, People and Culture/Chief Diversity Officer with the implementation of Human Resources policies, practices, and norms that support anti-racism and anti-sexism.

- Oversee staff experience matters arising from new remote work policies and ensure conducive environments at RBF offices and worksites.
- Support wellness and wellbeing of staff and partner with Senior Manager for Administration and Human Resources Projects on wellness efforts.
- Support employee recognition efforts.
- Attend to special HR projects as assigned by the Vice President, People and Culture/Chief Diversity Officer.

Skills and Abilities

- Aptitude with computer technology, particularly HRIS, to efficiently accomplish work. Must be able to effectively use email, Internet, database management software, and Microsoft Office programs.
- Experience processing and managing payroll.
- Expertise training managers and staff on performance outcomes.
- Experience translating diversity, equity, and inclusion efforts into Human Resources policies, programs, and norms.
- Ability to work independently, manage multiple projects simultaneously, and prioritize tasks.
- Flexibility and attention to detail.
- Advanced written, verbal, analytical, and organizational skills.
- Ability to work under pressure and meet short deadlines.
- Sound judgment and discretion when working with sensitive and confidential information.
- Experience working in an organization undergoing transformation. At the RBF, the Fund is becoming anti-racist/anti-sexist, which is critical to all Human Resources functions.
- Experience managing staff and vendors.

Education, Experience, and Knowledge

- Bachelor's degree in Human Resources management, business management, or related field with seven years of experience in a human resources-related capacity performing payroll, employee relations, and benefits administration functions.
- Master's degree in Human Resources or related field with five years of relevant experience.

Supervisory Responsibilities

- Co-manage Operations and Office Services Coordinator.
- Manage outsourced benefits team, CBIZ HRO.
- Supervise temps, interns, and other designated vendors.

Expectations of All Positions

Each employee is expected to:

- Understand and support the philanthropic mission of the RBF.
- Respect and value those who partner with or request assistance from the RBF.
- Manage the resources of the RBF in a manner that maximizes the funds available for charitable activity.
- Advance diversity, equity, and inclusion efforts in core responsibilities and institution-wide efforts.

- Respect the contribution of each employee of the RBF and support colleagues in fulfilling their individual responsibilities.
- Appreciate differences in perspectives and point of view and work collaboratively with colleagues toward shared goals and objectives.
- Commit time to RBF activities and conversations that strengthen the Fund's culture and improve its effectiveness.

Application Process

The Rockefeller Brothers Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, national origin, sexual orientation, age, disability, or religion. The Fund is working to become an anti-racist and anti-sexist institution ([read more here](#)). We offer a salary commensurate with qualifications and experience, a generous benefits package, and a pleasant work environment.

As we emerge from COVID-19 pandemic restrictions, this role will begin working remotely with the expectation of reporting to the RBF's New York City office (475 Riverside Drive) when conditions allow, tentatively scheduled for September 2021.

To apply, please send a letter explaining your interest in the position and qualifications along with a resume to vacancy@rbf.org. Include *Senior Talent Manager* in the subject line of your email. No telephone or fax inquiries please. Application deadline is **September 3, 2021**.

For additional information, please visit our website at www.rbf.org.