

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 Fund supports efforts to expand knowledge, clarify values and critical choices, nurture creative expression, and shape public policy. The Fund's 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 Rockefeller Brothers Fund (RBF) seeks a Senior Talent Manager to provide oversight for employee benefits, compliance, and other Human Resources programs that enhance management practices and employee experience. The incumbent will co-manage all Human Resources reporting and compliance requirements, as well as departmental and employee files and records, and participates in special projects as assigned. The Senior Manager is responsible for general employee relations in partnership with the Vice President, People and Culture/Chief Diversity Officer. They manage all Human Resources audits and ensure that the Employee Handbook and employee policies are current. The Senior Talent Manager oversees the Human Resources Information System (HRIS) in partnership with the Senior Human Resources Associate. They review and sign-off on payroll and backstop the Senior Human Resources Associate with payroll.

The incumbent will support Human Resources functions for the Rockefeller Brothers Fund and its six affiliated organizations. The Senior Talent Manager reports to the Vice President, People and Culture/Chief Diversity Officer.

The starting salary for this position is \$126,480.

Key Responsibilities

Employee Benefits and Compliance Management

- Administer and manage all benefits programs, procedures, and processes on behalf of RBF and its affiliates' active and retired employees.
- Oversee Flexible Spending Accounts (FSA), Health Savings Accounts, Health Reimbursement Accounts, 401k retirement plans, etc.
- Resolve employee inquiries regarding benefit programs.
- Manage the RBF and its affiliates' annual open enrollment.

- Conduct and/or coordinate periodic benefit-related trainings and maintain effective communication with employees regarding benefit programs.
- Manage assigned outsourced vendors to ensure efficient benefits administration.
- Manage workers' compensation and unemployment claims, short-term and long-term disability, life insurance, and other periodic employee benefit-related matters.
- Remain current with employee benefit trends and recommend changes, as necessary.
- Oversee Human Resources compliance, including all publicly required postings, anti-harassment trainings, government reporting and filings, etc., on all the RBF and affiliate locations.
- Manage compliance-related requests from the government, auditors, and other internal and external stakeholders, including completing, reviewing, and filing forms 5500
- Manage FSA and Qualified Transportation Expense programs.
- Manage work authorizations and relocation for eligible new hires.
- Manage Employee Handbook and ensure Human Resources policies comply with federal, state, and local laws and requirements.
- Manage Human Resources audit processes.

Employee Relations and Human Resources Administration

- Serve as first point of contact to RBF and its affiliates' staff for general HR-related matters. Escalate issues to Vice President, People and Culture/Chief Diversity Officer as needed.
- Manage employee relations for the RBF affiliates.
- Provide backup payroll support for the Senior Human Resources Associate, as well as first-level oversight of the semi-monthly payroll.
- Conduct all exit interviews on behalf of RBF and its 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 the HR team responsible for Enterprise Risk Management and disaster management initiatives.
- Co-manage Human Resources Information System (HRIS) implementation and improvements with Senior Human Resources Associate.

Talent Management

- Co-chair the RBF Management Council, which 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 related to remote work accommodations while ensuring conducive office and worksite environments at 475 and Pocantico.
- Support wellness and wellbeing of staff and partner with Senior Manager for Administration and Human Resources Projects on related wellness efforts.
- Support employee recognition efforts.
- Support recruitment efforts as assigned.
- Attend to special HR projects as assigned by the Vice President, People and Culture/Chief Diversity Officer.

Skills and Abilities

- Ability to understand and apply computer technology—HRIS, in particular—to efficiently accomplish work. Must be able to effectively use email, Internet, database management software, and Microsoft Office programs.
- Experience processing and managing payroll processes.
- Expertise in 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 be flexible, detail-oriented, and able to prioritize.
- Advanced written (including grammar and syntax), 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.
- Ability to center and apply diversity, equity, and inclusion concepts to Human Resources functions.
- Experience working in an organization undergoing transformation. The RBF is working to become anti-racist and 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 an HR-related capacity performing payroll, employee relations, and benefits administration functions; or 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 temporary staff, 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 points 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 RBF is committed to becoming an anti-racist and anti-sexist institution ([read more here](#)). We offer a competitive salary based on the responsibilities of the role, a generous benefits package, and a pleasant work environment.

As we emerge from COVID-19 pandemic restrictions, the RBF has adopted a hybrid-remote model for 2022. This role will have the option to work from home, if desired, with the expectation of reporting to the RBF's New York City office (475 Riverside Drive) at defined intervals or when requested by their manager or RBF management team.

To apply, please send a cover letter explaining your interest in the position and qualifications along with a resume to jobs@rbf.org. Include *Senior Talent Manager* in the subject line of your email. No telephone or fax inquiries, please. Application deadline is **June 10, 2022**.