POSITION PROFILE

Human Resources Director
Rockefeller Brothers Fund
New York, NY
The Rockefeller Brothers Fund (RBF) is a philanthropic foundation with a mission to advance social change that contributes to a more just, sustainable, and peaceful world. Through our grantmaking, mission-aligned investing, and convenings at The Pocantico Center, the RBF supports the people and organizations building lasting solutions to the challenges facing today’s increasingly interdependent world.

The Fund’s grantmaking is organized into seven programs. Three thematic programs—Democratic Practice, Sustainable Development, and Peacebuilding—address the interrelated challenges of democratic decline, climate change, and violent conflict. The Culpeper Arts & Culture program, created through the 2008 merger with the Charles E. Culpeper Foundation, supports arts organizations and artists in the New York City region that shape understanding of these critical concerns and the human experience. Pivotal Place programs in China, Central America, and the Western Balkans focus on one or more RBF themes in a specific geographic context that we believe has disproportionate significance for the future of the surrounding regions, an ecosystem, or the world.
ABOUT THE CULTURE

The RBF is committed to deepening anti-racism, anti-sexism, and anti-bigotry. This commitment is central to the RBF’s mission and impact. The Fund has historically examined and supported causes that entrench inclusion and equity to advance systemic change. In recent years, the Fund has focused on cultivating an internal learning and transformation disposition that has resulted in shared language and understanding and a commitment to achieving an external impact that recognizes the centrality of multiculturalism.

LEARN MORE ABOUT THE ROCKEFELLER BROTHERS FUND at www.rbf.org
The Human Resources Director reports to the Vice President, People and Culture/Chief Diversity Officer. They will oversee compliance, payroll, employee relations, benefits, and other human resources programs and practices in this capacity. This pivotal role aims to elevate management practices and enhance the overall employee experience within the organization.

In addition to serving the RBF, the Human Resources Director will extend their services to the RBF’s affiliates, including the Rockefeller Family Fund, David Rockefeller Fund, Asian Cultural Council, Environmental Grantmakers Association, Trust for Mutual Understanding, and V. Kann Rasmussen Foundation. They will also liaise with the Rockefeller Archives Center for specific employee benefits.

Responsibilities include supporting the Senior Talent Manager in payroll functions, managing all human resources reporting, compliance requirements, employee files, and HR administration, and participating in special projects as assigned. The incumbent will oversee all Human Resources audits and ensure the Employee Handbook remains current.

Finally, the Human Resources Director will fulfill any other duties and responsibilities assigned by the Vice President, People and Culture/Chief Diversity Officer, contributing to the organization’s broader strategic objectives.
Responsibilities include, but are not limited to, the following:

**Employee Benefits and Compliance Management**

- Oversee all benefits programs, procedures, and processes on behalf of RBF and affiliate active employees and retirees.
- Oversee flexible spending accounts, health savings accounts, health reimbursement accounts, retirement 401k plans, etc.
- Resolve employee inquiries regarding benefit programs.
- Manage annual renewals and manage annual open enrollment.
- Conduct and/or coordinate periodic benefits-related training and effectively communicate with employees regarding benefit programs.
- Manage assigned outsourced benefit 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 benefits trends and recommend changes as necessary.
- Oversee Human Resources compliance on all RBF and affiliate sites, including all publicly required postings, anti-harassment training, government reporting, filings, etc.
- Manage compliance-related requests from the government, auditors, and other internal and external stakeholders, including completing, reviewing, and filing forms 5500 and the required information for forms 990.
- Manage Flexible Spending Accounts and related programs.
- Manage work authorizations and relocation for all eligible new hire staff.
- Manage unemployment claims on behalf of the RBF and its affiliates.
- Manage the Employee Handbook and ensure that human resources policies comply with federal, state, and local laws and requirements.
- Manage Human Resources audit processes.
Employee Relations and Human Resources Administration

- Manage and resolve employee relations for the RBF and its affiliates. Serve as the first point of contact for general HR-related matters for RBF and affiliate staff. As needed, escalate issues to the Vice President, People and Culture/Chief Diversity Officer.
- Partner with the Senior Talent Manager on payroll.
- Oversee new hire orientation and onboarding processes related to employee benefits and payroll tasks, including managing new hire paperwork, forms I-9 and W-4s, etc.
- Serve as part of the HR team responsible for Enterprise Risk Management and disaster management initiatives.
- Manage HRIS implementation and improvements with the Senior Talent Manager.

Talent Management

- Cochair the RBF Directors’ Council, which works to surface and address routine management challenges.
- Support the Vice President, People and Culture/Chief Diversity Officer with implementing Human Resources policies, practices, and norms that support anti-racism and anti-sexism.
- Oversee wellness and well-being of staff by partnering with the Director of Operations on related wellness efforts.
- Attend to special HR projects as assigned by the Vice President, People and Culture/Chief Diversity Officer.

Supervisory Responsibilities

- Senior Talent Manager.
- Human Resources Coordinator.
- Outsourced benefits team, CBIZ, HRO.
- Supervise temps, interns, and other assigned vendors.
CANDIDATE PROFILE

While it is understood that no one candidate will bring every desired skill, characteristic, and experience, the following offers a reflection of the ideal candidate profile. If you are a close but not exact match with the description, we encourage you to apply.

A Champion of the Mission

Fully embracing the mission of the RBF, you will bring an appreciation for the transformative power of philanthropy to drive social change. Embracing the RBF’s culture while continually innovating it alongside the Vice President, People and Culture/Chief Diversity Officer, leadership team, and staff, you will be deeply committed to the Fund’s diverse community of staff and to external operational partners. Moreover, you will have a strong work ethic, emotional intelligence, a sense of humor, and evidence of a commitment to lifelong learning and professional growth. Additionally, you are an individual of unquestioned integrity, ethics, and values—someone who can be trusted without reservation.

Strategic Thinking and Planning

A builder, you are someone who thinks strategically. You are excited about the opportunity to take the status quo as just a starting point, then implement best practices and continually innovate. As a goal-oriented professional, you set aggressive goals that are achievable and then focus on exceeding them. Action-oriented, you know how to get things done. You know how to identify opportunities and love to develop plans to deliver and solve them. Although you drive towards outcomes, you understand the importance of bringing others along and engaging in thoughtful dialogue as a critical part of effective change management. Most importantly, you are comfortable navigating ambiguity and working through competing priorities with a flexible approach.

Relationship-Building and Collaboration

Critical to success in this role are enthusiasm for engaging with people and skills at building and sustaining authentic and collaborative working relationships with staff across all levels, regardless of background or lived experience. You will be a key partner to staff at all stages of their careers, with a demonstrated ability to connect, build bridges, and foster respect. An excellent communicator, you will bring proven skills across multiple communication channels, both written and verbal, with the ability to communicate complex information effectively to colleagues. Further, you will have practical experience in communicating change, particularly related to new systems, policies, and procedures.
In addition, strong candidates will bring the following:

- Ability to understand and apply computer technology to efficiently accomplish work, particularly HRIS systems. Able to effectively use email, database management software, and Microsoft Office programs.
- Experience as a payroll professional.
- Expertise in training managers and staff on performance outcomes.
- Experience translating and applying diversity, equity, and inclusion efforts to Human Resources policies, programs, norms, and functions.
- Ability to work independently, manage multiple projects simultaneously, 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.
- Experience managing staff and 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 to maximize the funds available for charitable activity.
- Advance diversity, equity, and inclusion 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.
COMPENSATION & BENEFITS

Salary for the role is anticipated to range from $125,000 to $145,000, commensurate with experience. RBF offers comprehensive benefits, including medical insurance, a generous 401(k) plan, significant paid time off to ensure work-life balance, matching gifts benefits of up to $8,000 per year, and up to $4,000 per year for personal career advancement.

CONTACT

Koya Partners I Diversified Search Group has been exclusively retained for this engagement, which is being led by Chartise Clark, Managing Director. Submit a compelling cover letter and resume by filling out our Talent Profile. All inquiries are strictly confidential.

Koya Partners I Diversified Search Group is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email NonprofitSearchOps@divsearch.com. If you are selected for an interview, you will receive additional information regarding requesting accommodation for the interview process.

Rockefeller Brothers Fund is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

ABOUT KOYA PARTNERS | DIVERSIFIED SEARCH GROUP

Koya Partners, a Diversified Search Group company, is the nation’s premier search firm dedicated to mission-driven leadership. Since its founding in 2004, Koya has had an exclusive focus on mission-driven clients and was founded on the belief that the right leader can transform an organization and have a deep and measurable impact on our world. Koya works with nonprofits & NGOs, responsible businesses, and social enterprises in local communities and around the world.

Diversified Search Group is consistently recognized by Forbes on its top 10 list of “America’s Best Executive Recruiting Firms” and is an industry leader in recruiting transformational leaders for a changing world. The firm is deliberately different in its approach, with best-in-class teams who have decades of experience in cultivating inclusive leaders, understanding the dimensions of diversity, and building equitable teams.

Learn more about Koya Partners I Diversified Search Group via the firm’s website.