

Job Title:	HR and Operations Manager
Job Type:	Full-time; Permanent; Exempt
Location:	Remote within Continental United States
Department:	Operations
Line Manager:	US Director
Salary:	\$60,000 - \$66,000
Closing Date:	December 10, 2021

Compassion in World Farming International was founded in 1967 in England by Peter Roberts, a British farmer who became horrified by the development of intensive factory farming. Building upon the organization's storied legacy in the UK, Compassion in World Farming USA was launched in 2012 to bring much needed change to the epicenter of modern industrial agriculture. We are a team of strategic bridge builders working to reverse the interconnected and devastating consequences of factory farming, harnessing our technical expertise and the power of partnership to bring together an inclusive coalition of advocates, consumers, farmers, companies, and institutions. From corporate boardrooms to the halls of government to news feeds, we work tirelessly on the ground to establish an innovative and resilient food system that is compassionate, fair, and regenerative for our planet and all its inhabitants.

The purpose of this role is to serve as a key member of the US Leadership team and oversee the human resources (HR), compliance and operations functions of the US office in coordination with the US Director and the Global Operations team. This role is internal-facing and is responsible for the effective functioning of the US office and its teams.

Primary Responsibilities and Duties

US Human Resources - 60%

- Recruiting, hiring, onboarding, offboarding, coordinating performance reviews and maintaining up-to-date personnel information for the US team.
- Administration of benefits including health insurance plan, 403b retirement plan, and employer compliance in states where employees reside.
- Maintaining and supporting a collaborative and inclusive culture at Compassion USA.
- Coordinating training and professional development for the US team including designing and facilitating in-person and online trainings as needed, directing employees to trainings on our eLearning platform, and managing external professional development opportunities.
- Planning and facilitating monthly all-team meetings and bi-annual three-day retreats.
- Coordinating payroll and employee reimbursements with Global HQ, Global Finance and our third-party payroll provider, Paycor.
- Advising the US Director on issues related to staffing strategy, team functioning and organizational growth and other HR-related concerns within the virtual US office.
- Communicating and coordinating HR efforts with the Global HR team on an ongoing basis.

Operations and Governance - 40%

- Liaise with US Director and Global Director of Fundraising to coordinate non-profit compliance measures including the annual 50-state charity compliance registration process and annual organization registration updates in Delaware.

- Notify US Fundraising team and Global Finance team of checks received in the post and arrange for checks to be banked.
- Registering Compassion as an employer in new states as needed, dependent upon where employees reside, and coordinating with Paycor for appropriate state tax withholdings.
- Manage relationships with operational suppliers and vendors.
- Maintain up-to-date records of business insurances held by Compassion USA.
- Coordinate legal assistance with Animal Defense Partnership as needed and liaise with Global Operations.
- Advising the US Director on issues related to operations, infrastructure and systems in the organization.
- Represent the US team on the Global Operations Leadership team.
- Provide operational updates to the Board of Directors as needed.
- Support the Global Finance team related to the annual audit and 990 filing.

Position Requirements

- Qualification in relevant area of study such as Non-profit Management, Business, Human Resources, Leadership Development or Organizational Development.
- Minimum three years of experience in management or operations of a non-profit organization.
- Experience in training and developing staff, leadership development, coaching, or similar.
- Familiarity with non-profit finance, annual audits and 990s enough to support the needs of the Global Finance team.
- Strong communication skills and the ability to interact professionally with a diverse group of stakeholders.
- Excellent verbal and written communication skills and ability to engage with various audiences.
- Self-motivation with ability to work well independently and manage multiple projects simultaneously.
- Strong attention to detail and ability to prioritize.
- Commitment to our mission and vision to improve farmed animal welfare and end factory farming.
- Commitment to diversity, equity and inclusion as a strength for an organization.
- Ability to communicate across differences in a multi-national work environment.

Benefits Package

Compassion in World Farming provides one of the strongest **benefits packages** in the animal protection movement, which includes:

- A comprehensive, nationwide health insurance plan that covers individuals, spouses, and families.
- 25 vacation days annually (plus eight federal holidays and two additional floating holidays).
- Four weeks of sick leave.
- A \$40 monthly stipend to support working from home.
- Paid parental leave, comprised of 12 weeks paid and an additional 12 weeks unpaid.
- A 403b retirement plan with a 2% employer base contribution.
- A remote work environment with flexible schedules.
- A welcoming and collaborative culture in a global organization spanning nine countries.

Please follow [this link](#) to submit your application.

Compassion in World Farming is an equal opportunity employer, and supports the facilitation of diversity, representation, and inclusivity within the animal protection movement. Compassion does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients. Applications from members of underrepresented groups are encouraged.