



Title: Human Resource Manager

Reports to: Chief Operating Officer

Job Location: Cleveland, Ohio

Benefits: Health, Dental, Vision and Retirement, Paid Time off, Holidays

Date Posted: March 2025

To Apply: please contact Diane McNally from Diane McNally Consulting at

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Overview of Kinnect:

Kinnect is an Ohio-based non-profit organization dedicated to developing KinFirst strategies and delivering programs that build and strengthen kinship connections and inclusive support networks for families, young people, and children. With a vision to ensure young people and families have a sense of belonging, the essential resources, and relationships to thrive, Kinnect has been partnering with families, public agencies, and private providers for almost 20 years. Through collaborative efforts, Kinnect aims to improve permanency outcomes, build networks of support, and create innovative strategies that align with a KinFirst culture mindset and approach. Building a KinFirst culture requires equitable investments, training, coaching, policy, practices, and partnerships that prioritize family and kin and support stability, culture, and community. Kinnect is proud to be a nationally recognized leader and pioneer in the field, which led to the development of KinnectU, a training, consulting, and replication branch of Kinnect, to provide these services to all child- and family-serving organizations. Kinnect delivers programs and services across the state of Ohio, and through KinnectU has been providing training and consulting services nationally. Our programs include the Ohio Kinship and Adoption Navigator (OhioKAN), Kinnect to Family (KTF), Youth Centered Permanency Roundtables (YCPRT), and Youth Navigator Network (YNN). Our Search, Explore, Engage, Kinnect (SEEK) training is offered throughout Ohio and other states, and we have a series of trainings as part of our Safe Affirmed Youth (S.A.Y) priorities that include Family Finding strategies for youth who identify as LGBTQ+. Kinnect is grateful to receive support from a variety of sources, including contracts with government entities, partnerships with nonprofits, generous grants, and invaluable donations from foundations and private donors.

Position Summary:

In collaboration with the Chief Operating Officer and Kinnect's Leadership Teams, the Human Resource Manager is accountable for identifying, developing, implementing, and monitoring Kinnect's key HR programs that enhance current operations but also support future growth. This position is accountable for developing and managing processes related to hiring, payroll

and benefits, employee communications, HR reporting compliance, employee compensation, recordkeeping, and file retention. As an individual contributor, this role reports to the Chief Operating Officer and provides advisory support to the leadership team, managers, and employees on workplace matters. The Human Resource Manager works independently and interfaces with employees at all levels of the organization, as well as with external parties and consultants. The Human Resource Manager is responsible for the day-to-day operation of the HR function and is accountable for ensuring compliance with all company policies and procedures, as well as all legal and regulatory requirements. The Human Resource Manager supports all team members at Kinnect both in person and in virtual venues.

Essential Functions:

Human Resources Administration

- Develop and implement HR Plan for the organization that includes recruitment and retention of staff, onboarding, orientation, training, and professional development.
- Create, update, maintain and administer HR policies and procedures.
- Maintain records and stay current with required HR compliance & reporting.
- Ensure compliance with all regulatory & legal requirements with the HR function.
- Administer employee performance evaluation policy and procedure.
- Lead the overall procurement of HR services across the organization, monitor performance of outside HR services providers in adherence with SLAs, and manage contracts in coordination with the Finance team.
- Coordinate with and maintain Paycor and any other HR system.
- Assist with the preparation of reports and special projects as needed.

Compensation & Benefits

- Implement, maintain, and evaluate regularly the compensation program, including job descriptions, salary structure and salary administration guidelines.
- Support Benefits plan design, provider negotiations and plan administration.
- Lead annual benefits program open enrollment and oversee benefits administration to ensure seamless coordination of benefits for employees.
- Administer unemployment and workers' compensation programs.
- Handle FMLA, Short Term & Long-Term disability request as well as other requests made by employees for benefits.
- In coordination with Finance, produce an annual Total Compensation Report for continued engagement of staff.

Employee Relations & Engagement

- Implement strategies and plans to support optimal employee engagement.
- Facilitate programs and processes in support of employee well-being.
- In partnership with the Chief Operating Officer and the Human Resources consultant manage and support employee relations.
- Develop, implement, and support employee recognition and special events.

Training & Development

- Assess, design and/or procure training and development needs at all levels of the organization.
- Track training and development activities to assess return on investment, current certifications and application of learning.
- Apply for and maintain existing CEU certifications for the organization as well as other certifications the organization may want to obtain such as CLE's (Continuing Legal Education Credits) etc.

Staffing

- Develop multi-faceted recruiting strategies to proactively address staffing needs.
- Manage new hire recruiting, including job posting, applicant screening and interviewing, reference checking and new hire on-boarding.
- Manage outsourced staffing arrangements.
- Train new staff as part of Kinnect's Onboarding and Orientation Program
- Participate in regular reviews and updates to the Onboarding and Orientation Program to ensure quality, innovation and best practices in training new team members.

Education /Qualifications:

- **Education:** Bachelor's Degree strongly preferred.

Minimum Requirements:

- 5-7 years of HR Generalist or Management experience.
- Proven experience as an HR Manager or similar role.
- Experience handling complex employee and organizational issues.
- Demonstrated ability to create effective HR programs to support company priorities.
- Payroll processing and benefits administration experience.
- Experience working with HR-related compliance matters.
- Strong computer skills. Proficiency in the Microsoft Suite that includes Microsoft Word, Excel, Outlook, Power Point, Planner, One Note etc.

Preferred Qualifications:

- 3 years of management/supervisory experience preferred.
- Strong organizational skills.
- Ability to assess the overall HR system and implement solutions to optimize the function.
- Demonstrated ability to communicate at all levels.
- Ability to utilize technology to support efficiency and quality.
- Ability to facilitate conflict to achieve effective outcomes.
- Demonstrated ability to work independently, yet collaboratively in ambiguous situations.
- Ability to maintain discretion and work with highly confidential situations.

Role Competencies:

Partnership: Bringing our collective experience and skillsets to relationships that support our connectedness and achievement of our mission.

Innovation: Continuous and dynamic process where creative ideas are valued, discussed, and implemented to significantly disrupt routing and prevailing structures.

Integrity: Having the courage to live the Kinnect values of dignity, respect and honesty.

Outcome Focused: We strive to measure our work, to pivot, iterate, and improve to accomplish desired results.

Communicate Effectively: Develop and deliver communications using various methods that convey a clear understanding of the unique needs of the different audiences we communicate with.

Leadership Acumen:

Understands the complexities involved in organizational functioning as it relates to people, to overall strategy, and to policies/procedures. Is able to achieve high quality results through informed decision making and applying knowledge from experience, education and through partnerships.

Effective Team Development

Ability to build strong identity teams that are inclusive and can apply their diverse skills and perspectives to achieve common goals.

Administers and Supports Efforts to Achieve Goals

Provides leadership and direction to the team to ensure success in achieving common goals. Is able to provide appropriate support, guidance and accountabilities to achieving organizational goals.

Manages Complexity and Innovation

Understands and is skilled in making sense of complex situations and challenges to effectively resolve issues. Has skills and an understanding on how to support the use of innovation and implementation science to understand opportunities and challenges that arise at the organizational level and within teams.

Inclusion Diversity, Equity, and Access:

Kinnect is committed to fostering, cultivating, and preserving a culture of inclusion diversity, equity, and access. These commitments are not just part of our value system but are at the core of our intentional actions to eliminate systemic barriers that have produced inequities based on

differences.

We commit to a sustained investment of time, resources, and people to advance equitable realities for our employees, and for the children, families, and communities that we serve. We do this by intentional advocacy for social justice and the continuous scrutiny of the systems that we create and those in which we operate.

Our employees are the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and success, as well.

We embrace our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and intellectual or emotional ability, political affiliation, race, religion, sexual orientation or identity, socio-economic status, parental or family status, medical or genetic status, veteran or disabled veteran status, and other characteristics that make our employees unique.

Kinnect's inclusion, diversity, equity, and access initiatives involve, but are not limited to, our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; staffing decisions; terminations; and the ongoing development of an inclusive work environment.

Equal Opportunity Employment:

Kinnect maintains a policy of nondiscrimination toward all employees and applicants for employment. All aspects of employment with us will be governed on the basis of competence and qualifications and will not be influenced in any manner by race, color, religion, gender, or gender identity or expression, age, sexual orientation, sexual expression or identity, national origin, physical, intellectual or emotional ability, marital or partnership status, parental or family status, medical or genetic status, veteran's or disabled veteran status, in accordance with applicable federal, state and local laws governing nondiscrimination in employment.

Employment Posters stating current regulatory and legal requirements are posted in Kinnect's main office and on the intranet.

Working Conditions:

- Travel required, as needed. Must have access to your own transportation.
- This job requires occasional overnight travel.
- Kinnect as an organization has a Hybrid Work Model that combines remote and on-site work at Kinnect, as well as routine on-site or in-person work with team members, partner sites, community events, and direct service in the field.

- This role will utilize standard office equipment that will be provided by Kinnect.

Hiring Process:

- **Background Check Information:** The final candidate selected for the position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal conviction(s) will be made before excluding an applicant from consideration.

Disclaimer: The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

Kinnect maintains a policy of nondiscrimination toward all employees and applicants for employment. All employment decisions at Kinnect are based on organizational needs, job requirements and individual qualifications, and will be governed on the basis of competence and qualifications and will not be influenced in any manner by race, color, religion, gender, or gender identity or expression, age, sexual orientation, sexual expression or identity, national origin, physical, intellectual or emotional ability, marital or partnership status, parental or family status, medical or genetic status, veteran's or disabled veteran status, in accordance with applicable federal, state and local laws governing nondiscrimination in employment. Employment Posters stating current regulatory and legal requirements are posted in Kinnect's main office and on the intranet.

Americans with Disabilities Act: This position involves sitting in a stationary position for at least 50% of the time and the ability to ambulate without assistance to attend on-site meetings, as needed. The job requires movement in a typical office environment with file cabinets, office machinery, office furniture and typical hallway and access doorways. The position must operate typical office equipment, such as copiers, telephones, computers and peripherals. This job requires that the person must have the ability to access transportation to attend meetings and special events. The organization provides reasonable accommodations for this position.