



JOB DESCRIPTION

Title: Senior Human Resources Generalist

Location: Remote, Flexible within the United States

Position: Full-time

Reports to: Director of Finance & Administration

Compensation: \$80,000 - \$95,000

THE OPPORTUNITY

Thousand Currents is thrilled to launch the search for our first Senior HR Generalist. We are a dynamic, values-based global organization of twenty-two staff, in the midst of a period of significant growth in a rapidly evolving environment.

After several years of sustained growth, we are seeking an experienced human resources professional and systems thinker to join our Finance & Administration team.

We are seeking a seasoned professional with demonstrated experience in having direct responsibility for all aspects of a comparable organization's human resources functions. In addition to direct responsibility for payroll and benefits, this position will work collaboratively with colleagues to develop improved systems that are in alignment with our values as an organization.

The ideal candidate will be a self-starter with significant experience as an HR generalist in a comparable organizational context. The Senior Human Resources Generalist will bring a mix of empathy, enthusiasm, creativity, and

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problem-solving skills to the role. The successful candidate is someone who is energized by both the independent and collaborative work required to develop systems to support a dynamic organization.

ABOUT THOUSAND CURRENTS

For more than 36 years, Thousand Currents has invested in and learned from more than 1,000 community-led initiatives in over 40 countries. Today, Thousand Currents is a public foundation funding grassroots organizing that addresses the interdependent issues of food sovereignty, economic justice, and climate justice in the Global South. We partner with an ecosystem of grassroots-based formations, including, but not limited to, movements, grassroots groups, and research institutions in Africa, Asia, the Pacific, and Latin America.

Too often, resource and investment decisions are made without the input and participation of the people who contribute the least to – and are most impacted by – large-scale global problems like climate change, inequality, poverty, and corporate-based food systems. Thousand Currents has intentionally flipped this dynamic, choosing instead to build long-term partnerships with movements and organizations led by women, youth and Indigenous Peoples. This means honoring their leadership and wisdom, their right to self-determination, and their transformative solutions to global challenges.

In addition to long-term flexible partnership and financial resources, we support our partners in strengthening their impact by linking them with each other and with broader social change movements at regional, national, and global levels through convenings, learning exchanges, and conferences; facilitating the creation and sharing of knowledge practices and resources; and amplifying their solutions to redirect the flow of resources and relationships within philanthropy.

At the same time, we use our position and influence as a vocal and visible advocate for grassroots-led social change, bridging emerging approaches and learnings from the Global South with philanthropic models and practices from the Global North. We do this through our Philanthropic Partnerships program,

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where we work with donors to adopt transformative practices that dismantle injustice and inequity. Through trainings, workshops, tools, and resources, we help donors strengthen their relationships with grantee partners in alignment with their values and missions. And we bring them together to cultivate a just, equitable, and inclusive philanthropic and social impact investment sector through our practice communities: [Thousand Currents Academy](#), [Buen Vivir Fund](#), [CLIMA Fund](#) and [Africans In The Diaspora](#).

The values that underpin and shape our work and approach are courage, humility, creative collaboration, experimentation, and interdependence. These values have allowed us to create new -- respectful -- models of partnership and collaboration. You can learn more about Thousand Currents including our grassroots and philanthropic partnerships and collaborative initiatives here.

POSITION OVERVIEW

The Senior Human Resources Generalist reports to the Director of Finance & Administration and will be responsible for Thousand Currents' human resources, personnel policies, and related systems. Thousand Currents currently has 21 staff and anticipates continued and steady growth to support its new 2022-24 strategic direction. The organization currently utilizes JustWorks as our Professional Employer Organization.

The Senior HR Generalist will also serve as the primary internal point of contact for HR-related matters within the organization.

KEY ROLES AND FUNCTIONS

- A. Coordinates with other members of the Finance and Administration, senior management and staff to design and develop new systems, as needed, to support a growing, international organization with staff in 8 states and 6 countries.

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- B. Serves as the primary internal point of contact for processing new hire and consultant paperwork and onboarding, as well as, assisting staff with benefits-related questions.
- C. Updates and administers the annual performance management, open enrollment, and ancillary benefits programs.
- D. Work with insurance representatives, legal counsel and vendors to update, maintain and negotiate benefits and premiums in alignment with Thousand Currents' values and HR best practices.
- E. Serves as lead staff for developing creative HR initiatives that promote an organizational culture in alignment with Thousand Currents' values.
- F. Collaborates and partners with colleagues in key departments to design and implement systems and recommendations to strengthen the human resources function on an ongoing basis.
- G. Collaborates with the Director of Finance & Administration to update the personnel manual, guided by the principles and values of the organization.
- H. Is committed to embodying Thousand Currents values and contributing to a culture of joy, collective care, and connection.
- I. Maintains knowledge of relevant HR trends, best practices and compliance issues relevant to Thousand Currents role as an employer.
- J. Ensures that the organization is in compliance with relevant workplace regulations and laws.

QUALIFICATIONS AND EXPERIENCE:

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- A. Demonstrated lived and professional alignment with Thousand Currents' values and mission, including a strong commitment to racial, gender, class, social and/or environmental justice and equity. Commitment to our mission will be demonstrated through previous relevant work in comparable organizations or settings. Experience with Thousand Currents' issue areas and grassroots movements in the Global South a plus.
- B. Eight or more years of relevant, comparable professional experience including a track record of relevant experience as an HR generalist or experience leading a human resources setting comparable to leading a "department of one" in their portfolio.
- C. Experience supporting and developing HR initiatives for staff working virtually and located in multiple states and countries.
- D. Demonstrated experience working independently and collaboratively across functions and teams.
- E. Ability to independently manage multiple projects with attention to detail and deadlines.
- F. Impeccable oral and written English language skills. Outstanding interpersonal, project management, and systems thinking skills. Ability to respond swiftly and effectively to staff inquiries.
- G. Bachelor's Degree or equivalent experience - required; Proficiency with Salesforce, Slack, Asana, PEO's, virtual work environments or similar platforms is welcome.
- H. Maintains confidentiality with respect to internal and personnel information.
- I. Experience working with international organizations is a plus!

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COMPENSATION, BENEFITS AND EXPERIENCE:

This is a full-time, exempt, salaried position. The salary range is \$80,000 to \$95,000. Exact salary will be determined based on the successful candidate's experience. Benefits include 100% employer paid health insurance premiums, partner/child coverage, a health reimbursement arrangement, sick and vacation leave, flexible holidays, and internal systems that engender a culture of mutual accountability to personal ecology, transparency, open communication, and opportunities for professional, personal, and leadership development.

Once we are able to resume travel, the successful candidate must have the capacity and willingness to undertake occasional travel.

HOW TO APPLY:

Please submit a substantive letter of interest (one page) and resume to seniorhrgeneralist@thousandcurrents.org with "Senior HR Generalist" in the subject line by March 31, 2022. Early applications are welcome and encouraged. Due to the volume of applications, we will only contact applicants who are moving to the interview rounds for writing samples and additional information.

EQUAL OPPORTUNITY:

Thousand Currents is an equal opportunity employer. As a global organization, we recognize the importance of our staff reflecting the communities our work aims to benefit. We encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.