



## Higher Ground Job Description

Current as of: December 2024

<b>Position Title</b>	Human Resources Manager
<b>FLSA Status</b>	Exempt
<b>Reports To</b>	Chief Financial Officer
<b>Compensation</b>	\$33-48k DOE, 20 hrs/wk

Higher Ground, Inc. (HG) is a 501(c) 3 organization that provides innovative sports and Recreational Therapy programming to enhance the quality of life for our injured veteran and first responder communities and our local population of children, teens, and adults with disabilities. The mission of Higher Ground (HG) is to enhance quality of life through therapeutic recreation and education.

As the Head of Human Resources, you will play a pivotal role in shaping the company's culture and supporting our strategic goals. You will lead all HR functions, including talent acquisition, employee engagement, performance management, and compliance. Your expertise in building strong teams and fostering a positive workplace environment will be essential in driving our organizational success.

### **Core Responsibilities/Duties:**

- **Strategic Leadership:** Develop and implement HR strategies aligned with business goals, work closely with an HR consultant, ensuring that HR initiatives support overall company objectives.
- **Talent Acquisition:** Oversee recruitment strategies to attract top talent, ensuring a diverse and skilled workforce.
- **Employee Engagement:** Foster a positive company culture through effective employee engagement programs, feedback mechanisms, and recognition initiatives.
- **Performance Management:** Design and implement performance management systems that support employee development and align individual contributions with company goals.
- **Training & Development:** Identify training needs and develop programs to enhance employee skills, leadership capabilities, and career progression.
- **Compliance & Policies:** Ensure compliance with labor laws and regulations; develop and update HR policies and procedures.
- **Compensation & Benefits:** Work closely with Higher Ground's CFO to manage compensation structures, process payroll and oversee benefits programs to remain competitive and support employee satisfaction.
- **HR Metrics & Reporting:** Utilize HR analytics to measure and report on key metrics, driving data-informed decisions and continuous improvement.
- **Change Management:** Lead change initiatives to support organizational growth and transformation.

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**Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or related field; Master's degree or HR certification preferred.
- Proven experience (7+ years) in a senior HR leadership role.
- Strong knowledge of employment laws and HR best practices.
- Exceptional interpersonal and communication skills, with the ability to influence and build relationships at all levels.
- Experience in developing and implementing HR strategies that align with business objectives.
- Strong analytical skills, with the ability to leverage data to drive decision-making.
- A proactive and strategic mindset, with a passion for fostering an inclusive and engaging workplace.
- Pass all drug/alcohol/medical screenings and State/National background checks

**Key Interfaces:**

- Chief Financial Officer
- Chief Executive Officer

**Contact Info:** To apply for this position, please submit a cover letter, resume and three references to:

Aly Eagan  
Chief Financial Officer  
aly@highergroundusa.org

**Equal Opportunity Employment:** Higher Ground USA, Inc. is an equal opportunity employer. We are committed to maintaining the hiring practices and work environment free from discrimination based on race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetic information, veteran/military status, marital status or other status protected by federal or state law, with regard to any term or condition of employment.

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