

# Human Resources Manager

## About Sightline Institute

Founded in 1993, [Sightline Institute](#) is a Seattle-based, nonprofit public-policy think tank. Sightline is committed to making Cascadia, the region stretching from Alaska to northern California, a global model of sustainability—with strong communities, a green economy, and a healthy environment. Sightline equips the Northwest’s citizens and decision-makers with the policy research and practical tools they need to advance long-term solutions to our region’s most significant challenges. Our work includes in-depth research, commentary, and analysis, delivered online, by email, and in-person to Northwest policy champions, emerging leaders, and a range of community partners. We believe true sustainability exists at the intersection of environmental health and social justice. Read more about our equity commitment [here](#).

## Opportunity

**Sightline Institute has a unique opportunity for an experienced human resources professional who is passionate about supporting a growing, mission-driven, high-impact organization where people and programs thrive.** Sightline’s values of community, responsibility, fairness, and opportunity are embodied in our workplace. Our friendly, adaptable, curious, and exuberant staff (~20) work together exceptionally well in a congenial and supportive virtual-first atmosphere.

Beyond a personal commitment to diversity, equity and inclusion, we are looking for candidates who are motivated to integrate and implement equity and inclusion best practices into Sightline’s organizational HR operations. People who have personal experience in historically marginalized and excluded communities are especially encouraged to apply.

## About the position

Sightline Institute’s Human Resources Manager is responsible for further developing and managing the organization’s human resources functions and day-to-day HR activities for a remote staff of 20+. They will collaborate closely with the management team to ensure equitable and inclusive processes and procedures. This position is at the core of ensuring the organization operates smoothly and staff members have the support they need to be successful in their roles.

The Human Resources Manager is a full-time exempt position and reports to the Managing Director. They will also work closely with the Executive Director, the management team, one part time Operations Associate, and will interact with all staff members. They will also manage HR vendor relationships including the organization’s outsourced HR consulting service vendor.

Sightline has, over the past two years, evolved into a “virtual-first” organization. While our operations have historically been headquartered in downtown Seattle, and we still have an office there with space for 20 or more workers, since 2020 we have been operating in a primarily remote environment. We have team members (on staff or on contract) in AK, BC, ID, OR, and WA, plus other states. We will likely in the future have a smaller office in Seattle, but our operations will continue to be distributed across the region, and the related HR needs will be a foremost priority for the Human Resources Manager.

## Primary Responsibilities

The successful candidate will assist the Managing Director in developing and implementing Human Resources goals and special projects, including partnering in the planning, designing, and implementation of the following:

- **Employee Relations:** Reinforces an atmosphere where employees feel comfortable coming to human resources for counsel. Evaluates employees’ issues and recommends solutions.
- **Organizational Culture:** Models behavior and provides counsel to peers and staff that reflect the organization’s values, including equity, diversity, and inclusion. Works to build a consistent, people-centered culture of inclusive and equitable management. Serves as a resource to organizational leaders on management and organizational culture development.
- **Benefits Administration:** Oversees employee-functions of outsourced benefit and payroll administrator (Gusto) to ensure smooth functions, including: updates to payroll; benefits management; and staff onboarding and offboarding. Provides oversight of the annual open-enrollment process and monthly billing. Identifies opportunities to improve benefit programs and manages relationship with benefits broker.
- **Processes and Policies:** Identifies, recommends, and helps implement operational improvements to streamline HR processes and incorporate best practices. Updates employee policies and personnel handbook as necessary, communicating to staff as appropriate and assisting with their interpretation. Conducts annual review of policies and handbook to ensure they remain up-to-date with changes in employment law.
- **Hiring and Retention:** Supports the recruitment and new hire process with relevant supervisors, including overseeing new employee orientation.
- **Staff Development:** Provides staff with on-going guidance, training opportunities, and performance feedback support. Develops improvements as necessary to staff performance evaluation systems, new staff orientation, on-boarding, and staff wellness and training programs.
- **Surveying and Reporting:** Assists in developing and analyzing metrics and reports (such as employee morale surveys and exit interviews) and makes recommendations to management as appropriate.

In addition, as for all Sightline staff members, the Human Resources Manager is expected to:

- Participate fully in the life of the organization, contributing to Sightline's cohesiveness and supportive working environment and fostering its culture of collaboration and consensus seeking.
- Treat all fellow staff members, interns, and volunteers with integrity and goodwill and without prejudice in regard to race, religion, ethnicity, disability, age, sex, sexual orientation, or other personal attributes irrelevant to job performance.
- Pursue personal and professional DEI learning opportunities as determined in their annual DEI growth plan

## Work Environment & Physical Requirements

### Location and Work Environment

- **Sightline is a “virtual-first” organization; this position may operate fully remote with a strong preference for the individual to be based in WA, OR, MT, ID, or Anchorage, AK.**
- Our operating hours are 8:30am- 5:30pm Pacific Time. While our operations have historically been headquartered in downtown Seattle, and we will have an office there with space for 20 or more workers until mid-2023, since 2020 we have been operating in a primarily remote environment. We currently have team members (on staff or on contract) in AK, BC, ID, OR, and WA, plus other states. We may in the future have a smaller office in Seattle, but our operations will continue to be distributed across the region.
- This role will not be required to be on-site at Sightline's Seattle office daily; however, there is the expectation for this individual to travel for various on-site events throughout the year.
- In addition to role-related duties, ongoing remote aspects for all positions include attending (via Zoom) weekly individual, team, and all-staff check-ins, monthly staff meetings, and other virtual meetings, as needed.
- Sightline adheres to COVID19 health and safety measures prioritizing the needs of staff whose roles require them to be on-site.

### Physical Requirements

- This position requires the ability to use a computer for the tasks outlined above.
- This position requires the ability to answer calls and communicate on the phone.
- This position may require work on some evenings and weekends, and periodic longer and/or extended hours.

## **Ideal Candidate Skills/Experience**

We are seeking a person who finds joy in an integral people-centered support role for an organization that aligns with their values. The successful candidate will be adept at setting priorities, collaborating on decisions, and enhancing team cohesion and organizational culture.

The list below is representative of the knowledge and skills for this role.

### **Professional Experience and Skills**

- Minimum seven years of experience and/or training in Human Resources including previous experience supporting teams in a mission-driven organization
- Experience applying a DEI lens and skills to HR operations.
- A bachelor's degree from an accredited four-year college or university with emphasis in human resources, business administration, or a closely related field is preferred, though not required.
- Professional certification, such as PHR or SHRM, and participation in a professional organization in human resources or a related field is also preferred, though not required.
- Previous experience working in a small, growing and distributed organization is preferred, though not required.

### **Approach & Values**

- Excellent communication and relational skills with both internal staff and external stakeholders across organizational hierarchies.
- Communicates sensitive information in a tactful and professional manner.
- Attentive to detail and ability to prioritize work appropriately in a fast-paced environment.
- Proactively brings ideas to the team to further incorporate our commitment towards racial equity and to reflect our DEI values in our internal policies and practices.
- Prioritizes workflows between different project teams.
- Professional, flexible, and proactive in dealing with all levels of business from daily support tasks to high-level executive interactions.

## Compensation and Benefits

This is a full-time (40 hours/week), exempt position with a salary range of \$80,000-99,000, in accordance with demonstrated skills, relevant past success, and experience.

Sightline offers a generous personal leave and benefits package including:

- 4 weeks/20 days paid vacation, 10 days paid safe/sick leave, 10 paid holidays (incl. 3 floating), 2-week paid parental leave, 3-month paid sabbatical every 7 years
- 95% health care premiums paid by Sightline for employee and 50% for dependents; 100% dental coverage for employee and dependents
- Health care flexible spending account (FSA) and dependent care FSA
- Employer contribution of 10% of salary into a 401k retirement account; no employee match required; optional additional voluntary 401k account
- Annual professional development support

## To Apply

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**Email a cover letter and resume in one PDF file**, labeled with the applicant's name to [jobs@sightline.org](mailto:jobs@sightline.org). Please put "Sightline Human Resources Manager" as the subject line of the email. In the body of your email, please indicate how you heard about this position; this information helps us streamline our recruiting processes.

In your cover letter, please tell us:

- What about this opportunity most appeals to you?
- Any personal or professional experience you have working to advance diversity, equity, and inclusion.

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment activities, or otherwise participating in the employee selection process, please direct your inquiries to Leah Quinn, Sr Associate of Operations: [leah@sightline.org](mailto:leah@sightline.org) or (206) 447-1880.*

## Our Hiring Process and Timeline

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**THE APPLICATION DEADLINE IS Aug 1, 2022** and applications received by that date will be given priority, but we will accept applications until the position is filled. We anticipate first round interviews will take place in early August with second round interviews through late Aug. Our hope is to extend an offer in September with a goal of a start as soon as possible.

*Sightline Institute is an equal opportunity employer and all qualified candidates are encouraged to apply. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.*