



## Partner, People Manager

### About Us

FuelEd is a non-profit organization whose mission is to grow emotionally intelligent educators who build relationship-driven schools. Our vision is a world where educator training and support - and the very definition of an educator - is reimagined to prioritize educators' emotional intelligence, emotional health, and interpersonal skills. To learn more, visit: [www.fueledschools.org](http://www.fueledschools.org).

### About the Role:

FuelEd is seeking an entrepreneurial leader to serve as its first Talent Manager, responsible for transitioning the organization's human resource infrastructure and processes from a start-up structure to a stable model. The Talent Manager will provide human resource and talent leadership to the organization, working across both HR and human capital functions, and touching the entire employment cycle. Your portfolio will include a wide range of duties including recruitment, onboarding/offboarding, people data system, staffing, employee relations, employee engagement, talent management, employee recognition, and culture-building, including DEI initiatives. You will also work with vendors for employee health insurance and other benefit programs. To be successful in this role, you must be flexible, direct, solutions-oriented, have strong analytical capabilities and excel at project management. You should also have the ability to think big, lead end-to-end process execution, and cultivate collaborative relationships across key stakeholders. To be successful in the role, you will have a passion for the mission of FuelEd, ability to thrive in a remote work setting, and a keen interest in aligning innovative human capital strategies with FuelEd's unique culture and management model. This is a great opportunity to be a true leader in a fast-paced, growing environment, helping people to successfully join and then thrive in our unique culture.

### About the Fit

What makes FuelEd unique isn't just the work we do, it's how we do it: we identify as a [Teal Organization](#) utilizing [Holacracy](#) as our governance model. At FuelEd, we strive for all team members to be "owners of their work, not renters" so there are many opportunities for entrepreneurship, leadership, and ownership. We believe that growth occurs through honest and empathic relationships, and have built this into our team culture so that every member can reach their full potential. Happy and successful team members will have passion for the cause and a desire to build a movement that can fuel schools with the power of relationships. Happy and successful team members will also possess abilities and enjoy opportunities to be flexible, take initiative, give and receive feedback, build relationships, wear multiple hats, and be challenged to grow personally and professionally. If this sounds like you, you may be a great fit for FuelEd! Learn more about FuelEd's culture [here](#) and our commitment to diversity, equity and inclusion [here](#).

**Location:** FuelEd Partners can choose to work fully remote anywhere within the United States, but preferred locations include Atlanta, GA, New York City/Tristate area, Houston, TX, San Diego and the San Francisco Bay Area, CA.

### The Responsibilities:

The Partner, Talent Manager will own all people functions for our small, but growing team which will include:

## **Culture and Values**

- Maintaining and growing FuelEd's cultural practices, including providing training and support needed to uphold our culture
- Ensuring a team culture where people feel cared for personally—sending birthday cards, gift, and other acknowledgments during team member's times of celebration or challenge
- Stewarding FuelEd's commitment to diversity, equity, and inclusion through targeted project management of organizational DEI initiatives
- Utilizing data to inform DEI strategic direction, to progress monitor against organizational key initiatives, and to suggest interventions where warranted

## **Employee Relations**

- Maintaining and updating FuelEd's employee handbook, ensuring company policies as well as collaboration norms and accountabilities embody FuelEd's core values
- Serving as the organization's lead for employment relations matters, including providing coaching, consultation, facilitation, and resolution strategies for conflict or complex workplace issues
- Supporting employee transitions during leaves of absence.
- Managing the compensation and benefits plans and communicating important changes to benefits to employees in a user-friendly manner
- Operating as a human help center, providing ad hoc professional support to ensure colleagues can execute on their work, even in tough times (ex. trouble-shooting, episodic short gap coverage <1-2hrs, technical, thought-partnership)
- Serving as the primary communicator regarding FuelEd culture and team—sharing updates via monthly newsletter on relevant changes, achievements and challenges at the organization

## **Compliance**

- Staying up-to-date on HR regulations and reporting requirements for the organization

## **Talent Recruitment, Development, Performance Management**

- Leading the hiring, onboarding, and offboarding processes, policies, and tools
- Launching, implementing, and iterating upon FuelEd's performance management processes
- Managing performance improvement plans and termination protocols, working side-by-side with managers to execute them.
- Supporting team leads to evaluate employees, set goals, conduct performance reviews, recognize performance to improve productivity and morale.
- Designing, launching, and optimizing the policies, practices, and tools for employee reflection, trouble-shooting and progress monitoring
- Developing talent reward policies, processes, and tools as well as talent coaching and/or improvement policies, processes, and tools
- Identifying and securing professional development opportunities to support the talent and leadership development of the team

## **Team-Building**

- Providing routine cheerleading, relationship-building events and activities anchored in FuelEd culture
- Facilitating and planning team-wide meeting during 1st quarter of the new year

## **Our Ideal Candidate Has...**

- Passion for FuelEd's mission of growing emotionally-intelligent educators and relationship-driven schools
- Personal and professional integrity
- Minimum 5 years of relevant professional experience required; human resources certification preferred
- Experience with progressive, cutting-edge organizational models is essential, with knowledge of Holacracy, as well as familiarity with feedback cultures, as a strong preference
- High self-awareness, emotional intelligence, and commitment to personal and professional growth as well as excellent interpersonal, listening, written and verbal communication skills
- A resourceful style with the ability to be flexible, collaborate effectively, take initiative, execute independently with minimal supervision, and manage and prioritize tasks and projects and enjoy working in a highly entrepreneurial, fast-paced environment with a small and scrappy team
- Detail-oriented, conscientious and dependable with exceptional time management, planning, and organizational skills
- Knowledge of the basic principles of employment law and regulations
- Strong data analytics skills
- Demonstrated excellence developing and documenting human resource policies and reporting
- Discretion with confidential information and demonstrated judgment
- Willingness to embrace and actively support the unique culture and values of FuelEd
- Experience working with and supporting underrepresented populations, and deep commitment to advancing diversity and inclusion goals is a plus
- Bachelor's degree or equivalent required
- Equivalent lived experiences and exposures can substitute for all minimum qualifications listed above except when there are legal requirements, such as a license/certification/registration. Anyone interested who meets 70% of the competencies and qualifications should consider applying.

## **Salary & Benefits**

The salary range for this position is \$70,000-\$90,000, and will be determined based on prior experience and qualifications. Benefits include comprehensive health, dental, vision, 401K match, unlimited PTO and ample opportunity to grow into your best self through challenging work aligned with your strengths and powerful relationships with colleagues. We also invest in staff wholeness through counseling and wellness stipends, technology reimbursements, childcare support, and self-directed professional development.

## **We Value Diverse Perspectives**

FuelEd is made better by the diverse experiences and perspectives of its employees. We value all diversity and evaluate applicants for employment on the basis of their qualifications without regard to race, color, religion, gender, gender identity or expression, national origin, age, sexual orientation, veteran status, mental or physical disabilities, pregnancy, medical condition, marital status or any other characteristic protected by law.

**To Apply:** Please complete this [form](#). Applications will be accepted on a rolling basis.