**Job Title**: Human Resources Manager

**Level**: Mid-Level

**Location**: Washington, DC

**Organization Information**: WEConnect International, a corporate-led global non-profit, helps build sustainable communities by empowering women business owners to succeed in local and global markets. WEConnect International has since 2009 provided business education, certification, and business connections to businesses based outside the United States that are at least 51 percent owned, managed and controlled by one or more women. WEConnect International corporate members represent over $1 trillion in annual purchasing power and are true pioneers in inclusive sourcing and global supplier development. www.WEConnectInternational.org. We are looking for an HR Manager to join our rapidly growing company to streamline all HR functions.

The Human Resource Manager is responsible for creating and leading the human resources function in alignment with WEConnect International's mission and goals. The position requires planning and leading all activities related to the effectiveness of human capital to ensure the organization has the support needed to achieve its objectives. There are no direct reports for this position.

The HR Portfolio consists of eight major areas: Staffing, Compensation and Benefits Management, Employee Relations and Engagement, Employee Development and Training, Performance Management, Data and Analytics, HR Compliance, and HR Legal. The HR Manager must have a generalist knowledge of all these areas, with a particular emphasis on developing and overseeing HR functions within a global nonprofit, standardizing operating procedures and processes, analyzing HR data, and proven experience in enhancing training, professional development, and performance management practices.

**Key Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- A minimum of 4 to 6 years of human resource management experience preferred.
- SHRM certification highly desired.
- Proficiency with Microsoft 365, to include Teams platform
- Energized by detailed work needed to develop processes, policies and procedures.
- Enjoys the responsibility associated with ownership of an entire HR function.
- Ability to maintain and build trusting relationships in all levels of the organization.
- Ability to communicate clearly in verbal and written forms.
- People oriented, exacting and results driven.
- Motivated by coordinating and responding to multiple needs.

- Demonstrated effectiveness with interpersonal relationships, negotiation, and conflict resolution.
- Acts with integrity and maintains confidentiality in a professional manner.

**How to Apply**: Qualified candidates must submit a resume and cover letter with salary requirements to HRjobs@WEConnectInternational.org. Documents must be sent in PDF format.

**Use subject line**: Human Resources_YOUR NAME
No phone calls, please. We regret that we are unable to respond to individual inquiries about the position. WEConnect International is an Equal Opportunity Employer.