

## **INCLUSIVE PROSPERITY CAPITAL HUMAN RESOURCES MANAGER**

### **ABOUT THE ORGANIZATION**

Inclusive Prosperity Capital, Inc. (“IPC”) is a not-for-profit investment fund thriving at the intersection of clean energy finance and community development. Our team is focused on connecting investment capital with mission-aligned organizations, clean energy projects, and community initiatives in traditionally underserved markets.

We believe everyone should have access to the benefits of clean energy. We can change the conversation in underinvested neighborhoods and markets, helping to deliver **Inclusive Prosperity**.

For more information about IPC, please visit us at: <https://www.inclusiveprosperitycapital.org/>

### **ABOUT THE OPPORTUNITY**

IPC seeks a Human Resources Manager to join our operations and corporate team. This is a new position for our growing organization, a unique opportunity to shape how IPC recruits, supports and develops our most valuable resource – our people. Our team values the culture we have created together, and this new role will be the keeper of the culture in collaboration with the leadership team and staff – cultivating and enhancing it. A qualified candidate will perform various human resources tasks for IPC.

Responsibilities include:

- Managing organizational culture in collaboration with leadership team
- Leading the organization’s initiatives and practices surrounding Justice, Equity, Diversity, Inclusion and Belonging (JEDI-B)
- Managing all aspects of the recruiting process, including scheduling interviews, evaluation of candidates, and onboarding
- Developing and managing company-wide performance review process
- Monitoring individual employee performance and goalsetting
- Coordinating meetings between employees and their supervisors
- Identifying training opportunities and encouraging employees to participate
- Working with outside organizational and professional development consultants
- Administering corporate benefits program
- Ensuring legal compliance with applicable employment requirements

This is a unique opportunity to play a key role in a growing, mission-oriented organization, and as such successful candidates will be expected to apply a hands-on approach.

### **QUALIFICATIONS**

#### ***Education & Experience:***

The qualified candidate will have at least a Bachelors’ Degree (human resources or a relevant field preferred), and at least 7 years of progressively responsible experience, two years of which in a human resources/professional development environment. Professional certification (PHR, SPHR, SHRM) a plus.

**Skills:**

IPC seeks candidates that exhibit both mission alignment and professional competency in the following areas:

- Excellent emotional intelligence
- Ability to build and maintain positive relationships with colleagues
- Experience developing and implementing corporate policies and professional development programs
- Experience in following and maintaining workplace privacy
- Proven ability to incorporate JEDI-B initiatives into the fabric of corporate culture
- Excellent written and verbal communication skills
- Attention to detail and problem-solving skills
- Ability to work independently and take ownership of their own tasks

Above all, an ideal candidate will be eager to learn and grow in a collaborative fast-paced team environment.

**WHAT WE OFFER**

- The position can be fully remote or hybrid with on-site work in our Hartford, CT office
- Annual salary range: \$80,000 to \$114,000, commensurate with experience
- A commitment to work-life balance with flexible, generous time-off policies (13 paid holidays, three weeks of vacation time - increasing with years of service, other personal time off, including for voting and community service)
- Generous benefits package including health insurance covering medical, dental and vision, 401K with a 6% employer match, student loan repayment and tuition reimbursement for continuing education, dependent care/medical flexible spending account, Life/AD&D/STD/LTD insurance and paid parental leave
- This position reports directly to IPC's Chief Financial Officer

**EQUAL OPPORTUNITY**

IPC is an equal employment opportunity employer. We are strongly committed to fostering a diverse, welcoming, and inclusive work environment. IPC provides equal employment opportunity to all applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, age, present or past history of mental disability, intellectual disability, learning disability, physical disability, including but not limited to blindness, status as a veteran, or any other characteristic protected by applicable federal, state, or local laws.

IPC complies with the Americans with Disabilities Act (ADA) and corresponding state or local law.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Women, people of color, individuals with disabilities, and veterans are encouraged to apply.

**APPLICATION PROCEDURE**

To apply for this opportunity, or if you are in need an ADA accommodation in the application process, please email your resume and cover letter to [careers@inclusiveteam.org](mailto:careers@inclusiveteam.org) with "IPC Human Resources Manager" in the subject line.