



Human Resources Business Partner

Cookie Cart

cookiecart.org

Cookie Cart is a nonprofit youth social enterprise that teaches life, leadership, and employment skills to teens of color through on-the-job and classroom experiences in nonprofit bakeries. We envision equitable communities where Cookie Cart alumni thrive and lead.

POSITION OVERVIEW: Cookie Cart seeks a **Human Resources Business Partner** (HRBP) to direct and lead all human resources functions.

As a member of the Senior Leadership Team, the HRBP leads, plans, develops, implements, and evaluates all HR activities. They support and advance positive employee relations and take a proactive, strategic role in modeling and shaping an effective and inclusive culture.

SUMMARY: The Human Resources Business Partner provides both strategic and tactical Human Resource leadership. As a member of the Senior Leadership Team, the HR Business Partner directs the planning, development, implementation, and evaluation of HR activities. They take a proactive role in shaping the environment to encourage continuous improvement and drive results in quality, service, people, and workplace culture.

This full-time position partners closely with, and reports to, the Executive Director. This position oversees compensation and benefits and collaborates with accounting and payroll. As one of the leaders driving Cookie Cart's diversity, equity, and inclusion initiatives, the Human Resources Business Partner is a culturally competent, collaborative, and empathetic individual who embodies and supports Cookie Cart's values of respect, equity, and stewardship. This person will effectively collaborate throughout the organization to implement practices that attract, develop, and retain diverse, high-performing talent.

Interested candidates should send a cover letter and resume to smoran@cookiecart.org

SUPERVISORY RESPONSIBILITIES

- Co-manage one support professional to their highest performance through coaching and clearly articulated goals, objectives, and organizational targets.
- Conduct timely and constructive performance evaluations.
- Partner with the Executive Director regarding employee performance management in accordance with Cookie Cart policies, practices, and business needs.

PRIMARY DUTIES/ RESPONSIBILITIES

Employee Relations

- Lead initiatives to foster positive employee relations, an engaged workforce, a positive culture, and effective communication throughout the organization by working collaboratively with directors, managers, and employees.
- Provide guidance on the application and interpretation of policies and practices; ensure compliance with all applicable laws.

- Coach leaders on addressing and resolving employee relations issues.
- Partner with leadership to consistently and fairly establish and maintain disciplinary actions and employee improvement plans.
- Respond to employee complaints by leading impartial investigations and researching issues. Serve as a contact person with outside agencies.
- Maintain an effective working partnership with Legal Counsel.
- Facilitate access to resources for employees facing physical health, mental health, and safety challenges.
- Influence and support change, build understanding, and facilitate effective, positive communication between leadership and staff.

Talent Management

- Develop position-specific, timely, and effective recruitment strategies that leverage trends in technology and communications to reach and engage with prospective candidates.
- Recruit all staff positions in partnership with team leaders; develop and execute strategies to source a diverse pool of highly qualified candidates.
- Manage selection process to include screening, interviewing, assessing candidates, and recommending finalists.
- Onboard new employees.
- Develop and coordinate annual staff training, and continuing education programs.
- Administer annual performance review process.
- Develop and maintain an employee recognition program.

ADMINISTRATIVE AND FACILITIES RESPONSIBILITIES

- Maintain employee handbook to reflect current laws, best practices, and organizational requirements.
- Maintain and administer a formal complaint response policy.
- Maintain transparent compensation plan inclusive of salary, annual increase, and bonus structure.
- Maintain secure, confidential employee files.
- Oversee biweekly payroll after entry by accountant.
- Manage, negotiate, and oversee the organization's employee benefits program, retirement benefits, and unemployment benefits.
- Oversee compensation and benefits compliance and reporting responsibilities, including annual surveys and pay equity studies.
- Stay apprised of all applicable workplace laws, ensure organizational compliance.
- Lead and ensure both buildings are up to code to meet all state and operations requirements (i.e. COVID, elevators, etc.).
- Maintain files of warranties, records, licenses, inspections, service agreements, and contracts for various pieces of equipment.
- Provide recommendations for purchases of new equipment.
- Oversee and address issues pertaining to employee needs for a productive and safe work environment (such as: ergonomics, resources for those with disabilities, etc.).

- Ensure assigned equipment is in proper working order, safe and available for use.
- Ensure safety standards are followed throughout facilities.
- Other duties as applicable or assigned.

REQUIRED SKILLS, ABILITIES, AND COMPETENCIES

- Strong leadership skills: ability to influence and drive change in a diverse environment.
- Knowledge and or experience working with youth and adult employment a plus.
- Excellent verbal and written communication skills.
- Excellent organizational skills; detail oriented.
- Strong analytical and problem-solving skills.
- Microsoft Office proficiency.
- Strong Federal and Minnesota employment law knowledge, ability to interpret and apply relevant law and regulations to specific circumstances.
- Well versed in HR best practices.
- Ability to build trust and maintain productive, collaborative working relationships, confidentiality, and to represent Cookie Cart to internal and external stakeholders.
- Skill in managing budgets as well as compensation and benefits programs.
- Ability to work collaboratively and also to take initiative to be self-directed.

This is a salaried position. Candidates must be able and willing to be flexible and work some evenings and weekends as needed.

QUALIFICATIONS:

- Undergraduate degree in Human Resources, Business Administration, or related field required.
- 5+ years of professional work experience in HR positions of progressive responsibility preferred.
- Human Resources certification (SPHR, PHR, SHRM-CP or SHRM-SCP) preferred.
- Broad HR generalist background and working knowledge of the primary HR practice areas (talent acquisition, onboarding, organizational effectiveness, DEI/J).
- Proven track record of supporting a diverse, equitable, and inclusive work environment, demonstrating a high degree of cultural competency, and building productive working relationships.
- Functional/working knowledge of human resources information system (HRIS) databases and applicant tracking systems (ATS).
- Experience in the nonprofit sector, or a similar values-driven work culture, is strongly preferred.
- Knowledge of foundations and the philanthropic sector is ideal.
- Knowledge of current job market trends, future workforce predictions, and competitive recruitment practices (nonprofit and/or philanthropic sectors a plus).
- Prior demonstrated success leading talent acquisition.

PAY RANGE: \$75,000-\$89,900

BENEFITS:

Paid medical, dental, and life insurance, paid time off, paid holidays, and employer matched retirement plan.

This is currently a hybrid position with some ability to work remotely. Regular office attendance is initially required for learning and training.

This is a salaried position. Candidates must be able and willing to be flexible and work some evenings and weekends as needed.

This position offices out of the Minneapolis Bakery office 1119 West Broadway Avenue, Minneapolis, Minnesota 55411.

Cookie Cart is a proud to be an equal opportunity employer. We encourage anyone, regardless of race, age, color, religion, national origin, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, pregnancy or any other classification protected by law to apply.

We pride ourselves on inclusiveness and honor diverse strengths, contributions, voices, and backgrounds.