

Senior Manager, People and HR Operations
One8 Foundation

About Us

Founded in 2006, the One8 Foundation (One8) aims to support and accelerate social impact in its priority grantmaking areas. We operate as a venture philanthropy firm working alongside partner grantee organizations to improve and scale while also incubating new ideas and scaling those with demonstrated outcomes. One8's strategic grantmaking teams come from premier consulting firms, giving us the expertise to provide strategy support to our grantees. We believe deeply in the importance of high-quality implementation and sweat the small stuff alongside our grantees in pursuit of measurable outcomes.

One8's priority grantmaking areas are Education and Jewish Continuity and Community, each with a dedicated portfolio team. We provide direct community support to assist children and families in need and help them improve their own lives. The organizations that we believe are most promising have game-changing ideas, excellent leaders, high-fidelity implementation, measurable impact, and sustainable approaches. One8 is committed to identifying and providing meaningful support to a select set of nonprofits that achieve results and have the greatest potential to create large-scale, sustained change. We also support leaders to start up innovative, potentially high-impact new initiatives in our focus giving portfolios. One8's trustees have high risk tolerance and are committed to impact.

Our Culture

One8 values integrity, hard work, humbleness, the willingness to see possibility, and the guts to tackle intractable problems. We believe our most creative, innovative, and effective work is born because of collaborative effort. One8 works in teams and deeply values in-person team time, which amplifies creative and strategic thinking and makes work fun. We have a shared commitment to diversity, learning, curiosity, continual improvement, and investing the time to develop skills and potential.

One8 also values work flexibility and is committed to the health and well-being of all staff members and their families. Our teams work together at One8's offices in Boston's Back Bay on a team-specific hybrid work schedule, and appreciate team celebrations, games, and happy hours that allow time to relax and enjoy one another outside of work.

Our People

At One8, you will work alongside a diverse team of dedicated individuals and among talented strategic thinkers and nonprofit professionals, each committed to meaningful social impact. These experienced people assess opportunities, take risks, innovate, implement, fail forward, and succeed, always placing the change they seek at the center of decisions. The world is in desperate need of talented leaders purposing part or all of their careers to repairing the world. Succeeding professionally is more fulfilling when the work you do changes lives for the better.

Role Summary

Reporting directly to the Vice President of Finance and Operations and working in partnership with Engage PEO (Engage), the Senior Manager, People and HR Operations (SMPHR) will drive the efficient and effective delivery of all HR operations for One8. The SMPHR will ensure that One8 attracts, retains, and nurtures top talent, and that pay structures and benefit strategies are attractive and competitive. Working closely with

One8 leadership, the SMPHR will cultivate and nurture a caring, high-energy performance work culture. The SMPHR will deliver innovative, high-quality people programs in support of One8 staff, balancing HR operational excellence with a responsive, customer-service orientation.

Core Responsibilities

People/HR Management

- Work with leadership to understand professional development needs and identify development programs that support employee learning and career growth.
- Oversee the relationship with Engage, working in partnership to ensure effective employee operations, benefits offerings, and payroll delivery. Manage all other HR vendor contracts and relationships (PASI, Flores, Empower).
- Facilitate annual benefits plan reviews and renewals, making recommendations for enhancements to ensure offerings remain current and align with the market.
- Oversee recruitment for One8, identifying and managing high-quality search consultants and partnering with hiring managers. Manage employee hiring, onboarding, and close-out processes.
- Develop and nurture a warm, respectful, productive, and fun workplace culture. Identify opportunities for connections across teams through celebrations, recognitions, and shared activities.
- Partner with One8 leadership and outside counsel to manage any employee-relations issues.
- Maintain all HR policies and documentation, including the employee handbook and employee records.
- Ensure compliance with all employee-related federal, state and local employment laws.

Payroll

- Partner with Engage to facilitate bi-weekly payroll, DC-FSA, and retirement contributions.
- Manage PTO policy, internal reports, and reconciliations.
- Maintain accurate payroll records, trackers, and benchmarking data.

Ideal Candidate

- Bachelor's degree with 8+ years of professional experience, including HR management and leadership responsibility. A degree in Human Resources or Business Administration with HR certification preferred.
- High EQ self-starter, culture builder, and problem solver who is intellectually curious, proactive, and high energy, takes initiative, and is not afraid to make decisions.
- Servant leader with strong customer-service focus and a reputation for the highest levels of integrity and performance.
- Open to feedback and pushes back with honest opinions when appropriate.
- Demonstrated experience supporting leaders and managing complex employee issues.
- Strong knowledge of employment law, HR best practices, and compliance.
- Able to work independently and effectively with colleagues at all organizational levels.
- Can-do attitude and willingness to roll-up sleeves when required.
- Thrives in a fast-paced, deadline-oriented environment.
- Able to manage details with a high degree of accuracy.
- Excellent and clear communication skills (written and verbal).
- Sense of humor and truly enjoys supporting people to be their best.
- Systems/software savvy, including advanced MS Office skills (Word, Excel, Outlook).

Compensation

The annual salary range for the SMPHR role is \$150K to \$175K with a comprehensive benefits package. In addition, each employee receives One8's commitment to their growth and professional development. Examples of learning opportunities include graduate school courses, attending conferences, professional coaching, and regular and thoughtful performance reviews designed to help foster each employee's potential.

Contact

The search for the SMPHR is being conducted by Pappas & Pappas. If interested, please reach out directly to our search partner via the contact info below.

Karen Pappas
Managing Partner
Pappas & Pappas
(o) 617-585-3038
(m) 617-448-8896
karen@pappas2.com
www.pappas2.com

One8 Foundation and Pappas & Pappas value and support individual differences, and strive to create an environment that contributes to the success of both the individual and the organization. As equal opportunity employers, One8 Foundation and Pappas & Pappas consider all qualified applicants for employment without regard to race, color, religion, sex, national origin, disability, pregnancy, age, genetic information, marital status, sexual orientation, military service, arrest record, gender identity, or any other characteristic protected by law.