



WHO ARE WE?

Founded in 2004, **Brilliant Corners** provides innovative housing and housing-related services to California's most vulnerable individuals, with an emphasis on those transitioning from, or at risk of, homelessness or institutionalization. We develop, own and manage multi-family supportive housing and licensed residential care homes, and implement a broad array of scattered-site, one-on-one supportive housing, an clinical case management programs through partnerships with developmental services, homeless services, veterans' services, and health care sectors.

In short, we do good work. We have offices in San Francisco, Los Angeles, the Inland Empire and San Diego and are growing daily. We are looking for YOU!---inspired, talented people who want to be part of a team that's affecting profound change and is having fun doing it.

WHAT IS A HUMAN RESOURCES MANAGER?

The Human Resources Manager helps support the lifeline of our organization. As a team leader, the Human Resources (HR) Manager is responsible for developing, operationalizing, and improving HR-related functions within Brilliant Corners' People Operations division. The core functions of this role include departmental strategic planning, employee engagement and retention, performance management and employee relations, and requires a person to be extremely comfortable wearing multiple hats and having a wide range of responsibilities, meeting challenges head-on, put out multiple fires, and implement creative solutions. The HR Manager is solutions- orientated and will always bring a can-do, hands-on attitude to everything the role demands.

Working under the scope of Brilliant Corners' People Operations division, this role further provides structure to our organization structure and meets its critical business needs by managing the organization's most valuable resources---its employees. People Operations' key functions include talent acquisition, employee relations, payroll and benefits, people management, culture and engagement, diversity, equity and inclusion, and training and development. This position will oversee a team including, but not limited to, an HR Generalist and People Operations support teams.

WHAT DO WE LOOK FOR?

You are a people person. You enjoy providing great, person-centered customer service to a diverse population. You like people and they like you.

You are a detail person. You take pride in your work. To you, getting the details right is essential to a good outcome.

Your middle name is Solution-Seeker. You exhibit good judgment and demonstrate great problem-solving abilities with a commitment to innovative solutions.

You're obsessed with organization. You are known as someone who gets things done quickly and calmly. You can handle many responsibilities at once and you instinctively discern between what's important and what's urgent. Things don't fall through the cracks.

You're a hungry learner. You enjoy constantly taking in new information and solving problems. You are committed to continuous learning about the world and the work around you.

You thrive in an entrepreneurial environment. You're resourceful and at ease with ambiguity and rapid change. You possess a positive, can-do attitude, and are adept at identifying creative solutions that turn challenges into opportunities. You can handle many important responsibilities at once and you're rigorous about prioritization. You enjoy working collaboratively but are also able to get things done on our own.

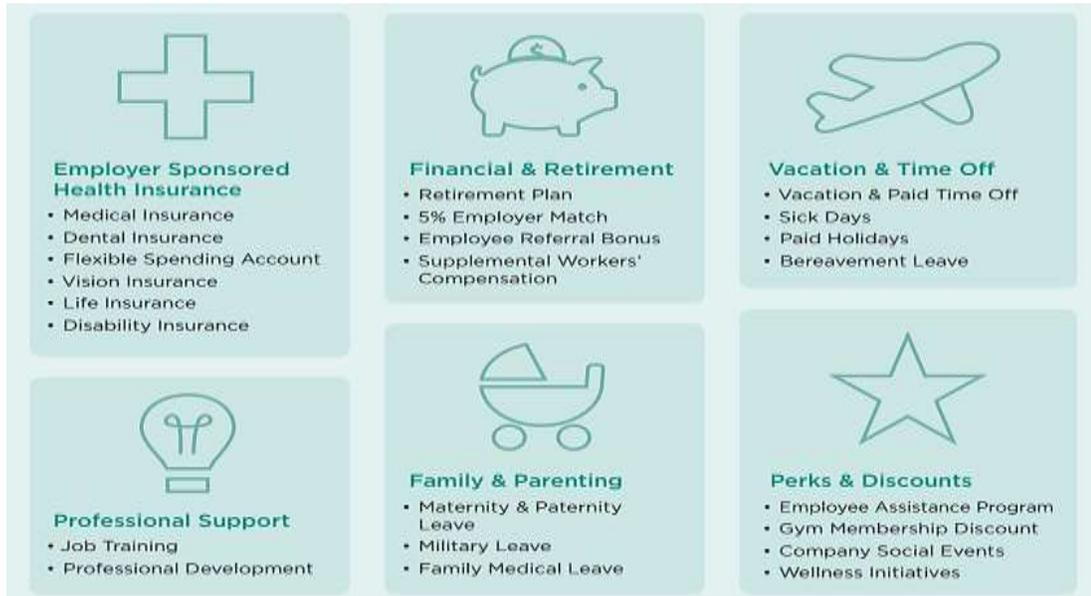
You thrive in a dynamic environment. You are at ease with rapid change and are flexible to adjust to the changing needs of an organization and your clients. You enjoy working collaboratively but are also able to get things done on your own. In short, you possess a positive, can-do attitude.

You are an expert in your field. You are a proven leader and team player, and are accomplished in the following areas of expertise:

- Bachelor's degree in Human Resources or related field REQUIRED;
- Five plus (5+) years' of experience as an HR Manager or HR Generalist REQUIRED;
- Two plus (2+) years' related experience preferred, preferably in a nonprofit and/or supportive housing environment;
- Demonstrated experience in personnel administration;
- Strong knowledge and understanding of human resources functions and best practices REQUIRED;
- Superb computer literacy with capability in Microsoft Office, and experience with multiple HRIS software REQUIRED;
- Ability to operate in sensitive, confidential matters and to respond effectively to the most sensitive inquiries or complaints;
- Strong negotiation skills;
- Exceptional people and communication skills, with a strong customer service mentality and high degree of integrity, accountability, and emotional intelligence
- Solid knowledge of state and federal employment laws;
- Collaborative and flexible leader, with a strong commitment to developing best talent practices at both the staff and organizational levels; and
- A strong team player committed to enabling the success of Brilliant Corners' programs and initiatives.

WHAT ARE YOUR BENEFITS?

You are important. Brilliant Corners' commitment to serving our community extends to our commitment to our team members. We are here to ensure our team members feel safe, valued, welcomed, respected, and cared for through our competitive and equitable wages, flexible "blended" hybrid work schedules, emphasis on work/life balance, career development and comprehensive benefits package.



Position: Human Resources Manager
Location: Los Angeles or San Francisco
FLSA Salary Range: \$85,000-\$95,000, commensurate upon experience
Status: Exempt, Salary, Full-Time
Travel: Currently at 100% remote work (hybrid work in 2022)

Brilliant Corners is committed to providing a diverse, equitable and inclusive environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients, and does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. Brilliant Corners is also committed to fair hiring practices and does not ask applicants to disclose conviction history before extending a conditional job offer.

Please refrain from soliciting phone calls or emails to any employee of Brilliant Corners about this opening. Brilliant Corners does not accept unsolicited assistance from search firms, employment agencies, or third-party recruiters for any of its employment opportunities. All resumes submitted by search firms, employment agencies or third-party recruiters to any employee at Brilliant Corners via-email, the Internet or in any form and/or method without a valid service agreement in place for this position will be deemed the sole property of Brilliant Corners, and no fees will be paid in the event a candidate is hired by Brilliant Corners as a result of the unsolicited referral or through other means.