



Join our established, fast-growing organization and learn from the Nation's first local green bank. You'll have the chance to lead, build, and shape the organization's future, while accelerating your personal and professional growth.

Organization: Solar and Energy Loan Fund (SELF)

Job Title: People Manager

Location: Hybrid Remote: this full-time position will be in-office three days a week with the option to work remotely two days a week. SELF headquarters is located in Ft. Pierce, Florida.

Classification: Exempt under FLSA

Salary Range: \$60,000- \$65,000 (commensurate with education and experience)

About SELF:

SELF is a national award-winning non-profit Community Development Financial Institution (CDFI) with a mission to rebuild and empower underserved communities by providing access to affordable and equitable capital to homeowners, landlords, developers, contractors, and small businesses to help transition communities towards an inclusive clean energy economy. Founded in Florida, SELF has expanded and now serves most of the Southern United States. Due in part to the recent passage of the Inflation Reduction Act, there is historically unprecedented momentum toward clean energy and home resilience. As the country's first local Green Bank, and an established and proven pioneer of climate equity, there is need for SELF to lead this national movement. Thus, SELF is rapidly growing and hiring—a position with SELF provides enormous career growth opportunities while doing work that matters.

Position Overview:

SELF is looking for an individual with traditional human resources qualifications and experience that also understands how company culture, employee engagement, training and development, recruitment, and other “people processes” impact SELF's productivity and ability to best serve our clients. This role will update SELF's organizational policies and procedures, oversee all aspects of an employee's life cycle, champion SELF's mission, and foster an inclusive and supportive culture. This role will also assist with administrative needs such as planning strategic meetings, board and governance coordination, and ensuring insurance and licensing are up to date.

Education, Experience, and Skills:

- Bachelor's degree in human resources or a related field.
- SHRM, PHR, or similar industry certification.
- A minimum of 3 years of experience in the human resources field.

- Great organizational skills—the ability to work on various types of projects daily.
- Ability to communicate effectively across various departments and with a diverse group of colleagues.
- Ability to maintain an environment of necessary confidentiality.
- Ability to navigate complex situations and present solutions to leadership team.

Essential Duties and Responsibilities:

- Maintain up-to-date knowledge of federal and state employment law and compliance requirements.
- Advise on updating SELF’s organizational policies and procedures.
- Develop standard practices for recruitment and onboarding.
- Oversee SELF’s benefits programs.
- Oversee all aspects of an employee’s life cycle, including recruitment and selection, onboarding, performance management, professional development, and succession planning.
- Champion SELF’s culture and values to create a more ethical and inclusive culture.
- Engage SELF employees to understand and address their needs and concerns.
- Foster a positive work environment culturally, physically, and digitally.
- Identify community and volunteer opportunities.
- Plan, organize, and manage SELF strategic meetings.
- Facilitate initial and ongoing training for all SELF employees.
- Create and maintain employee manuals and documents.
- Assist and make recommendations for compliance training.
- Assist with overall office management.
- Manage organizational resources.
- Assist with special projects outside of line of business, as assigned.

Physical Demands and Vision and Hearing Requirements:

Candidate must have the ability to walk, stand, and sit for long periods of time, and must be able to lift and carry supplies weighing up to 20 pounds. The ability to communicate with internal and external clients via phone, email, video calls, and text is a daily expectation.

Top Benefits and Perks:

We provide a comprehensive medical, dental, and vision benefits; and a 403(b)-retirement plan with up to 5% match; performance-based bonuses; 12 paid holidays; a minimum of 21 days of paid leave; and paid leave to volunteer—something SELF is passionate about.

Apply:

If you are interested and ready to join a national leader that provides innovative financing and technical assistance to communities across the nation to achieve an inclusive and equitable clean energy economy that benefits ALL Americans, please submit a resume on our website at <https://solarenergyloanfund.org/careers/>. Inquiries welcomed.

SELF is an Equal Opportunity Employer:

SELF has established and adopted an Equal Employment Opportunity policy (EEO), and the purpose of this EEO policy is to ensure that all employment decisions are made on a non-discriminatory basis, and not based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, citizenship, pregnancy or maternity, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

SELF is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, citizenship, pregnancy or maternity, sexual orientation, gender identity or gender expression.