

Senior Manager, Human Resources

Build the people practices that help the mission thrive.

This is an opportunity to shape the HR foundation that supports the people doing some of Canada's most important philanthropic work.

REPORTS TO

Chief Executive Officer

JOB TYPE

Full-time, permanent

LOCATION

Remote, Canada

About the Foundation for Black Communities

The [Foundation for Black Communities](#) (FFBC) was created because only seven cents of every \$100 in philanthropic funding reached Black communities in Canada.

Today, FFBC is Canada's first Black community foundation and North America's largest Black community foundation, stewarding more than \$250 million in assets.

Our mission is to invest in change-making, working alongside Canadian community, philanthropic, political, and business organizations to ensure Black-led, Black-serving, and Black-focused nonprofit, charitable, and grassroots organizations have the sustained resources and infrastructure they need to create meaningful impact.

Our vision is a future where Black communities in Canada have the resources, organizations, and influence necessary to shape their own solutions and self-determination.

Why This Opportunity

FFBC's ability to deliver on its mission depends on having strong people practices behind the work. As Senior Manager, Human Resources, you will have the opportunity to shape those practices across the employee lifecycle and help build the systems, policies, and processes that allow people to do their best work.

You will work closely with leadership on workforce planning, organizational structure, employee relations, and compensation and benefits, while also owning the core HR operations that keep the organization running effectively. In a lean environment, your judgment will matter. You will

have visibility into the organization, room to improve how HR works, and the opportunity to create consistency as FFBC continues to evolve.

For an HR leader who enjoys both strategy and execution, this role offers meaningful scope: strengthening the employee experience, supporting leaders through complex people decisions, and building an HR function that can grow with the organization.

Position Overview

Reporting to the CEO, the Senior Manager, Human Resources leads FFBC's core HR operations and helps ensure that people practices are compliant, efficient, consistent, and aligned with organizational needs. The role supports leadership in workforce planning and organizational design while serving as a trusted resource on employee relations, performance, policy, and day-to-day HR matters.

This role is well suited to an experienced HR generalist who is comfortable working independently in a lean environment and moving between strategic priorities and hands-on execution. Success requires strong judgment, attention to detail, discretion, practical knowledge of employment legislation, and the ability to balance multiple priorities.

Key Responsibilities

HR COMPLIANCE AND POLICY

- Ensure compliance with federal, provincial, and local employment laws.
- Develop, update, and enforce HR policies, employee handbooks, and procedures.
- Monitor legal and regulatory changes and advise leadership on implications.

HR OPERATIONS

- Oversee payroll, benefits administration, HRIS, and time-off tracking.
- Manage recruitment, employment contracts, and onboarding and offboarding logistics.
- Maintain accurate and confidential employee records and files.

EMPLOYEE RELATIONS AND PERFORMANCE

- Serve as the first point of contact for HR inquiries and employee relations issues.
- Provide guidance on performance, corrective action, and workplace concerns.
- Manage and continuously improve performance review processes.

WORKFORCE PLANNING AND REPORTING

- Support workforce planning and organizational structure design.

- Track and report HR metrics to leadership, including turnover, retention, demographics, and other workforce measures.
- Collaborate with Finance on the HR budget, benefits, and compensation planning.

The Leader We're Looking For

You are an experienced HR leader who can see both the people and the process. You understand the importance of getting the fundamentals right (payroll, benefits, compliance, policies, records, and employee relations) while also helping leaders think ahead about workforce needs and organizational structure.

You are comfortable operating independently, making sound recommendations, and handling sensitive matters with integrity and discretion. You bring structure without unnecessary bureaucracy, know when consistency matters, and can translate employment requirements into practical guidance for leaders and employees.

You will be effective in a mission-driven, remote organization where priorities can shift and where the quality of the employee experience matters to the Foundation's ability to deliver for Black communities across Canada.

Qualifications

REQUIRED

- Seven or more years of progressive HR experience, including at least three years in a managerial or senior generalist capacity.
- Strong knowledge of employment legislation.
- Demonstrated success managing compliance, employee relations, and HR operations in a small or lean team environment.
- Excellent organizational skills, attention to detail, and the ability to balance multiple priorities.
- High integrity, discretion, and the ability to handle sensitive information.

PREFERRED

- Experience in the nonprofit sector or a remote work environment.
- Fluency in both French and English, written and spoken.

Compensation

\$100,000 annually

Plus a comprehensive benefits package.

How to Apply

We are now initiating confidential conversations with values-aligned leaders who see themselves in this mandate. If you feel called by this opportunity, we invite you to begin a conversation.

To be considered, please email your resume to kmansure@dhrglobal.com and copy ahenderson@dhrglobal.com. Please put **FFBC Application for Senior Manager, Human Resources** in the subject line.

FFBC is committed to an inclusive hiring process. Priority is given to candidates who share the lived experiences of the communities they will work with. We accommodate accessibility requirements at every stage of the process. If you require an accommodation, please note it in your email and we will respond confidentially.