

sage | Advocacy &
Services for
LGBTQ+ Elders

We refuse to be invisible®

SAGE

Managing Director of Human Resources

New York, NY (Hybrid)

drg talent
consulting
experts

sage

Background

SAGE is the country's largest and oldest organization dedicated to improving the lives of lesbian, gay, bisexual, and transgender (LGBTQ+) older adults. Founded in 1978 and headquartered in New York City, SAGE is a national organization that offers supportive services and consumer resources for LGBTQ+ older adults and their caregivers, advocates for public policy changes that address the needs of LGBTQ+ older people, and provides cultural competency training for aging providers and LGBTQ+ organizations, largely through its National Resource Center on LGBTQ+ Aging and its growing social enterprise SAGECare.

Position

Reporting to the Chief Operating Officer/Deputy CFO, the incoming Managing Director of Human Resources has the opportunity to join the organization during a time of inflection, reflection, and growth. Building on the momentum of the organization's strategic plan, department's strategic business focus, and the evolving commitments to diversity, equity and inclusion (DEI), the Managing Director of Human Resources will drive the team's objectives and its impact on our organization.

This position will require a leader who is committed to SAGE's mission and core values, and will bring significant human resources and DEI expertise, system and process design implementation, and creative and innovative thought-leadership, and an anti-oppression lens to this growing organization. This position will directly supervise three staff, the Senior Director of Human Resources, the Senior HR Operations Manager, and the HR Operations and Administrative Specialist.

Responsibilities

Direct Management: Lead the Human Resources Team to provide overall leadership and guidance with an eye toward serving all members of the organization equitably, transparently, and in a service-oriented way. Continue to develop and build out the department's infrastructure to ensure an effective, efficient and result-driven business operation. Define roles and responsibilities for all department members, creating a structure and culture of high autonomy and high accountability.

Human Resources Operations: Develop a vision for and strategy for continuous improvement in all areas of HR operations, including: talent acquisition, talent retention, onboarding/offboarding, compensation and benefits administration, performance management and improvement, professional development and training, payroll administration, legal and regulatory compliance, employee relations issues and concerns, organizational risk and safety assessment, policy and procedures development and oversight, and other areas of focus as required to meet business needs.

Internal Diversity, Equity, and Inclusion: Build upon the existing work of the organization to become even more inclusive, anti-ageist, and anti-racist, develop the vision, strategy, and goals for diversity, equity, and inclusion at SAGE to strengthen the organizational culture and advance SAGE's mission. Partner closely with the Senior Director of DEI to develop a shared vision and strategy for internal- and external-facing DEI initiatives and share that vision across the organization.

Core Proficiencies:

- **Mission & Values Alignment:** Deeply and personally understand the work with LGBTQ+, aging communities, and communities of color. Passion for and commitment to SAGE's mission to serve LGBTQ+ elders so that they achieve a high quality of life.
- **HR Experience and Expertise:** Proven expertise in the fundamentals of human resources and experience leading a diverse functional portfolio. Ability to assess, navigate, and address structural issues and willingness and readiness to build and sustain a new approach, from the overall strategy to the "nuts and bolts" of the function. Track record of driving strong implementation and adoption of organizational policies, procedures and processes.
- **Functional and Organizational Leadership:** At least ten years in a business partner or managerial position, preferably in an organization experiencing significant growth or change. Experience setting and driving strategy at the organizational and department levels. Ability to manage up, down, and across an organization effectively, with and without formal authority. Track record of effective collaboration and relationship management.
- **DEI Expertise:** Brings broad experience envisioning, leading, and implementing practices that demonstrably advance equity, diversity, and inclusion within an organization. Demonstrated experience applying anti-oppression principles to the practice of human resources.
- **Management and Leadership:** Able to articulate both vision and tactics for effective, human-centered management and supervision, and a proven record of successfully managing and developing staff. Demonstrated experience of coaching, mentoring, and building skills for direct and indirect reports. Ability to provide coaching and guidance for both new and experienced supervisors.

Qualifications

- The candidate must have a passion for SAGE's mission to improving the lives of lesbian, gay, bisexual, transgender and queer or questioning (LGBTQ+) older people.
- Must have knowledge and comfort working with diverse LGBTQ+ and TGNCNB communities.
- Proven work experience as an HR Executive, Manager, Business Partner or similar role

- Demonstrated experience as an effective strategist and operator, with a track record of successful execution of human resources programs and operations at an organization
- Advance and implement HR operational strategies, systems, tactics, procedures and initiatives aligned with the organization's strategic plan
- Service orientation: Commitment to anticipating, recognizing, and meeting the needs of SAGE staff with both empathy and decisive action.
- Proven ability to design and implement Diversity, Equity and Inclusion initiatives
- Ability to use metrics and analytics to provide decision-making insight and guidance
- Familiarity with federal, state, and local labor laws and legislation particularly employment contracts, employee leaves and insurance, etc., and ability to explain the basics to other staff
- Proven ability to act as a thought partner and collaborator, particularly with executive leadership team; skilled at cultivating strong relationships and partnerships at all levels within an organization to achieve results
- Skilled at designing and building robust structures and procedures to improve and make more efficient HR operations across the organization
- Solid verbal and written communication skills; the ability to manage difficult situations with tact and diplomacy
- Proven experience in supervision and management, creating a team, and delegation/empowerment of team
- Experience nurturing a positive and resilient onsite, hybrid and remote work environment
- Working knowledge of MS Office, SharePoint, OneDrive and other business applications.
- Degree in human relations management, business administration preferred; PHR/SPHR Certification a plus
- Perform other duties as required

Compensation Package

This is an outstanding opportunity for a highly motivated and expert professional to join a growing department and organization. SAGE is prepared to offer a salary range of \$135,000 to \$150,000.

This position is a Hybrid role, expected to work in person two to three days a week.

Schedule: Monday – Friday, 9:30 AM – 5:30 PM, occasional evening and weekend work will occur

In addition, SAGE offers a generous benefits package including:

- Medical
- Dental



- 401k and Company match
- Vision
- PTO including Vacation, Sick, and Personal Days
- Life Insurance
- FSA/HRA/Dependent Care

SAGE is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, ethnicity, creed, color, religion, sex or gender, sexual orientation, gender identity, gender expression, alienage or national origin, ancestry, age, citizenship status, marital or family status, family medical history or genetic information, veteran status, HIV serostatus, military or military discharge status, height, weight, disability or handicap, domestic violence victim status, employment status, socioeconomic status, criminal history or arrest record, sexual or other reproductive health decisions, natural hair or hairstyle, or any other status or characteristic protected by applicable federal, state, or local laws. SAGE is dedicated to this policy, with respect to all matters concerning employment.

To apply for this position, please click [HERE](#).

Sarah Raful Whinston, Principal

Jin Lee, Associate