



Helping good happen

Over 20,000 nonprofits and socially minded companies have used FrontStream's fundraising software to power their auctions, charity events, peer-to-peer and online fundraising, and employee giving. Simply put, we help our customers raise more for their causes, and do more good in their communities.

THE ROLE: Manager of People Operations

FrontStream is looking for a People Operations (POPS) expert who is excited to get up in the morning to serve our exceptional employees. We are interested in a POPS professional who is passionate about building a great workplace culture, where people are challenged to do their best work, and everyone can make a difference. This will involve driving recruitment of the best talent, leading the POPS function via our mission and company values, coaching, managing programs that help develop staff, administering the "Culture Club", and curating a benefits package that allows FrontStream to remain competitive in the marketplace. This position is a key strategic role in the company, helping to grow the business and allowing us to build a strong "people-first" culture at FrontStream, where our mission is to empower nonprofits and socially responsible companies to advance their mission through great technology and an emphasis on service.

WHAT YOU'LL DO

- Working with the executive team and managers, you will provide support and expertise on complex HR/Operations issues such as: performance management, recruitment, compensation, benefits, policy, employee retention and culture
- Help shape a People Operations strategy that aligns and moves the business towards continued growth, innovation, and improvement
- Be responsible for managing the employee experience throughout the employee lifecycle
- Operating with our mission and values in mind, and spearhead FrontStream's "Culture Club"
- Provide HR support and consultation to the business, answering employee and manager questions about HR programs, policies, and other HR-related items with team member satisfaction a top priority
- Be accountable for HRIS data including employee records and status changes such as promotions and terminations and be able to present that data to leadership to guide operational decision making

- Drive a progressive, proactive, positive culture, and increase levels of engagement, enablement, and retention
- Manage a small team in the areas of recruiting and HR admin/operations

WHO YOU ARE

- You have 5+ years of progressive experience in HR/POPS roles with a demonstrable track record of building and optimizing processes, systems, and structures
- You have expert knowledge of regulatory and legal requirements related to employment and compliance
- You have at least 2-3 years of experience leading people
- You demonstrate the ability to own, execute and deliver on short- and long-term POPS projects
- You are a strategic and innovative thinker; able to prioritize and use sound judgment and decision-making
- You display executive presence with excellent written and oral communication skills
- You have business insight and a high EQ to successfully collaborate with executives and business partners at all levels
- You share our values and work in accordance with those values
- You're passionate about helping people and creating a strong people-first culture in the workplace
- You can work autonomously and drive your own performance and development
- Experience at a growth-stage company a plus

OUR COMPANY VALUES

- **Big Picture.** As an organization, we will always “know the why” and “help good happen”
- **Service.** Be authentic and transparent
- **Diversity.** Empowering people by respecting and appreciating what makes us different
- **Innovation.** Evolve and adapt
- **Integrity.** Do everything with integrity
- **Respect.** Treat others with compassion and understanding. Give joy
- **Teamwork.** Better together. Have fun

OUR AWESOME BENEFITS

- 100% Remote Work! No more “when will we have to go back into the office” worries. FrontStream supports remote employees all over North America
- Complete health, vision, and dental insurance
- FSA & HSA
- No rigid vacation policy, instead FrontStream provides employees with “Responsible Time Off” – we trust you to take the time you need when you need it
- Paid holidays
- 401(k) with employer match

DIVERSITY STATEMENT

At FrontStream, diversity is fundamental to how we grow and manage our business. We're committed to building a diverse workforce that cultivates and supports individuals of all backgrounds, and we strongly encourage people of different races, ethnicities, sexual orientations, gender identities, veterans, and persons with disabilities to apply. FrontStream is an equal opportunity employer, and we will welcome everyone to our team!

Interested?

Submit your resume to careers@frontstream.com with “Manager of People Operations” in the subject line.