



Position Description

Job Title: HR & Project Manager

Department: Human Resources

Reports To: Chief Operating Officer & National Technical Director

Location: Remote

Classification: Full-Time, Exempt

Position Summary:

The HR & Project Management Manager is both a strategic leader and operational partner, managing the full spectrum of HR functions while driving key cross-functional projects. This role ensures compliance with employment laws, supports an inclusive and high-performing culture, and enhances employee experience. It also coordinates organizational initiatives, aligning outcomes with BPI's goals and values.

Key Responsibilities include the following:

- Compliance & Operations: Maintain employee handbooks, post labor law notices, secure digital records, and ensure regulatory compliance
 - Performance Management: Oversee annual reviews, implement feedback systems, and train managers on effective evaluation practices
 - Recruitment & Onboarding: Manage full-cycle hiring, DEI-aligned processes, and onboarding
 - Employee Relations & Culture: Address employee concerns, foster a positive culture, conduct investigations, and promote engagement initiatives (surveys, recognition programs, events)
 - Training & Development: Deliver onboarding and ongoing training programs, supervisor development, and team-building activities
 - Organizational Development: Partner with leadership on workforce planning, succession, and change management strategies
 - Engagement & Wellness: Manage employee engagement surveys, wellness programs, and internal communications
 - Offboarding & Rewards: Handle separations, exit interviews, payroll, benefits administration, and compensation reviews
 - HR Technology & Analytics: Oversee HRIS/ATS systems, track HR metrics, and identify opportunities for process improvement
 - DEIB Leadership: Support inclusive hiring, training, and tracking of diversity goals
 - Recruit and onboard project participants, providing ongoing learning and support
 - Lead and Manage Cross-Functional Projects: Oversee planning, execution, and delivery of organizational projects, ensuring alignment with strategic objectives
 - Develop Project Plans & Timelines: Define scope, deliverables, and success metrics; manage schedules, budgets, and resources
 - Monitor Risks & Issues: Track and address potential roadblocks, escalate as needed, and ensure contingency plans are in place
 - Track & Report Progress: Maintain project dashboards, prepare regular updates for leadership, and document lessons learned for future initiatives
 - Other duties as assigned
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Qualifications:

- Bachelor's degree in HR, Business Administration, or related field (required)
 - HR certification (PHR, SHRM-CP, etc.) preferred
 - 5+ years of progressive HR experience (compliance, recruiting, employee relations)
 - Knowledge of employment law (multi-state preferred) and experience with HRIS, ATS
 - Strong communication, coaching, and problem-solving skills
 - Project management experience and familiarity with PM tools (Asana, Smartsheet, Miro)
 - PMP, CAPM, or similar certification is a plus
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Key Competencies:

- Integrity and discretion with sensitive information
 - Systems-thinking and process improvement mindset
 - Conflict resolution, coaching, and emotional intelligence
 - Cultural agility and ability to foster inclusive environments
 - A collaborative and kind approach
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Commitment to Diversity:

BPI is an Equal Opportunity Employer dedicated to building a diverse and mission-aligned workplace where all team members feel respected, supported, and empowered.