



**Position Title:** Employee Success Manager  
**Employer:** Resource Central; Boulder, CO  
**Job Status:** Full-Time, Exempt  
**Reports to:** Director of Finance & Administration

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### About Resource Central

We're an innovative nonprofit determined to make conservation so simple that people don't even realize they're doing it. Founded in 1976, our conservation programs have helped more than 600,000 people throughout Colorado save water, reduce waste, and conserve energy. We also help families save money and improve their homes while protecting the planet. Learn more at: [ResourceCentral.org](http://ResourceCentral.org).

### Job Summary

The Employee Success Manager is responsible for helping to build and maintain a world class employee culture through continuous process improvement of the Human Resources administrative functions and positive employee experiences. The Employee Success Manager must have strong interpersonal skills and a welcoming and engaging personality. This individual will work in and cultivate a heavily collaborative team environment with peers. Must manage multiple competing priorities and be able to thrive in a fast-paced environment. Bilingual language skills are a plus. This full-time role is based in Boulder, Colorado and is hybrid work schedule, requiring 2-3 days in our office. The salary is in the \$47,000 to \$52,000 range and includes a comprehensive list of benefits including health insurance, dental, flexible schedule, paid time-off, retirement savings, RTD Eco-Pass, and more. Be part of a high-impact, rapidly growing nonprofit that's making a difference in Colorado and beyond.

### Job Description

As the Employee Success Manager your most important objective is to build a great place to work. A place where talented people challenge each other and accomplish amazing results, a place where personal and company growth go hand in hand. The Employee Success Manager coordinates and implements people related activities.

#### Job Recruitment, Onboarding & Volunteers

- Lead recruiting efforts; participate in interview panels and guide hiring managers in the inclusive hiring process
- Lead on-boarding services, 30/60/90-day check-ins, and participate in exit procedures
- Conducts Stay Interviews and Exit Interviews
- Manage volunteer program for the organization including any in-house cross-department volunteering needs
- Performs all outside entity employment verification

#### Employee Relations

- Develops and implements strategies to build a great place to work. Evaluates culture (office and remote) and morale, understands employee values.
- Champions and strengthens the organization's DEI efforts/plans which align with current strategic priorities
- Plans employee engagement events and team building activities
- Work closely with Program Directors and Managers to enhance employee morale and employee retention
- Conducts annual employee engagement survey to gauge interest in topics and identify trends in the changing demographic and their areas of interest and concern
- Facilitate the midyear check ins and yearly review process for all employees, with an eye towards professional development opportunities and developing talent.



#### Administrative

- Ensure Resource Central is fully compliant with employment laws and regulations. Ensure best practices and proper ethical and legal concerns are incorporated, assisting with addressing disciplinary issues and reviewing documentation or workers comp claims as needed
- Manage public-facing email accounts
- Support office environment including supplies, mail sorting, prepare deposits, office equipment, and other responsibilities as required
- Promoting a fun, healthy, and productive work environment.

#### Qualifications and Requirements:

- Bachelor's Degree in Business or Human Resources
- Two to three years relevant HR or Employee Success experience in a fast-paced environment
- Proactive, "roll up your sleeves" work ethic
- Exceptional interpersonal communication skills
- Great team player who is excited about working in a small, agile team
- Ability to learn quickly and adapt to change
- High levels of integrity and discretion in handling confidential information

#### To Apply

If this sounds like the opportunity for you, please send your resume and cover letter to [hr@resourcecentral.org](mailto:hr@resourcecentral.org) and include "Employee Success Manager – [your name]" in the subject line.

Application Deadline: Applications will be reviewed until the position is filled.

Resource Central is a 100% COVID-19 vaccinated workplace, as allowed for by the U.S. Equal Employment Opportunity Commission. Proof of vaccination will be required upon acceptance of a job offer. Job applicants with religious and disability-related objections will be given reasonable accommodations.

Resource Central is dedicated to equal employment opportunities. We provide equal opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, gender, sexual orientation, race, color, religion, national origin, disability, marital status, military status, gender expression, genetic information or any other classification protected by federal, state or local law. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment or bias based upon these grounds. Learn more at: [resourcecentral.org](http://resourcecentral.org).