



Human Resources & People Manager

Part-Time | Zurich, Berlin or Munich or from elsewhere in Germany / Switzerland

We're RaiseNow, and we're passionate about making fundraising more efficient, user-friendly, and successful. Our technology is supporting organizations like Save the Children International, WWF, Amnesty, UNICEF, and many others.

At RaiseNow, our diverse and skillful team of engineers, fundraising experts, and movers and shakers in the nonprofit sector combines experience with cues from our community to build innovative solutions to solve real-world problems. This approach to product development will allow us to find more ways to enable people and organizations to do good in the world. We are committed to innovating and delivering top-notch tools and processes to raise the efficiency and success of organizations and movements, bringing about long-lasting impact.

Your new role:

The RaiseNow family counts over 50 team members located in Zurich, Berlin, Munich, Ukraine, Egypt, India, and Columbia. As the first HR expert, you have the opportunity to shape and guide the team according to your knowledge and expertise. We are looking for someone full of ideas and actions, not only to build up processes but also to keep up the team's happiness and spirit.

Your tasks:

- As the first HR expert in our team, you lead key HR areas such as compliance (for Switzerland & Germany), career pathing, talent development, employee relations.
- You are hands on involved in HR operations: recruiting, contracts, troubleshooting, regular employee interviews, internal communication, organisation of team events, employee benefits, and more to shape our team culture and future
- You are in charge of developing and launching consistent and standardized processes, workflows, and services; including onboarding, training, and communications of programs to ensure effective adoption and smooth operations.
- You work closely with the COO and serve as a trusted advisor to the business, supporting managers to lead and develop high performing teams.
- Also, you partner closely with Bitaya Services (partner for finance, accounting, admin topics) to ensure proper payroll accounting and management of employee and company records.

Your background and skills:

- Relevant work experience in HR and HR compliance, ideally in an international environment
- You are familiar with the OKR framework
- An analytic and creative mind with strong interpersonal, communication, and planning skills
- Ability to influence across a large compound organization and to manage multiple, competing priorities at the same time
- Oral and written language skills in German and English

Goodies

We are dedicated to providing an innovative working environment for our employees, and we're proud of our culture of transparency, trust, and mutual respect. We believe in 'equal pay for equal work', flexible work schedules, and the opportunity to work from home. We also run employee events, support you in attending conferences, and make sure our office is always well-stocked with healthy snacks. After one year of employment, you can join our ESOP (employee stock options plan). We will tell you more about other employee benefits in person / via zoom.

Questions?

We are happy to answer any questions: hr@raisenow.com

Application link: <https://raisenow.recruiterbox.com/jobs/fk0umm1/>