



JOB POSTING – HR MANAGER / SENIOR HR GENERALIST

OVERVIEW

The Elton John AIDS Foundation has been at the forefront of the global AIDS fight for over 30 years. Established at Elton's kitchen table in 1992, it has since raised over \$600 billion to support more than 3,000 projects across 100 countries, reaching 100m people and making it the fifth largest independent AIDS funder globally.

Today, the Foundation has over 30 staff in multiple locations stewarding its grant making, finances, communications and fundraising. It is both a UK registered charity and a 501c3 nonprofit in the United States. Income is generated from individual donors, bilateral institutions, corporate partnerships, events, legacies and online fundraising. These funds are deployed as multiyear grants to frontline organisations, thus building local responses whilst retaining a lean team.

The Foundation is seeking a part-time HR Manager/Generalist to oversee the full scope of HR operations including recruitment, onboarding, compensation and benefits administration, employee relations, compliance, and performance management. The role reports directly to the Chief Operating Officer and will work closely with an external HR consultant.

This role provides HR support to all staff across offices in New York and London, as well as to remote employees throughout the United States. The position also advises leadership on best practices and aligns HR processes with the organization's values and strategic goals to foster a positive, supportive, and inclusive employee experience.

The Elton John AIDS Foundation's values of Care, Connection, Courage, and Creativity shape how the team works. The role is part of a collaborative and supportive HR team that delivers innovative solutions to advance the Foundation's mission. The position offers the opportunity to apply existing skills and build new capabilities, while making a meaningful impact.

This part-time role (approximately 20–24 hours per week) is open to candidates based in either the US or the UK. It is an 18-month fixed-term assignment with the potential to extend.

For US-based candidates, the position is fully remote, and candidates should be located in the Eastern or Central time zone. In the UK, the role will be hybrid and based in London.

RESPONSIBILITIES

HR Operations

- Serve as the organization's initial point of contact for all HR Operations, ensuring consistent, compliant, and values-based practices across the US and UK.
- Respond to employee and manager inquiries, providing guidance and support on HR policies, procedures, and workplace issues.
- Develop, update, and communicate HR policies and procedures, including maintaining the Employee Handbook.
- Maintain compliance with employment laws and regulations in both countries, working with external advisors as needed.
- Manage the onboarding and offboarding processes, including conducting exit interviews and ensuring smooth transitions.

HR Systems and Processes

- Maintain accurate HR records, systems, and reporting.
- Process employee changes (such as promotions, transfers, and compensation adjustments) in coordination with managers and finance.
- Identify opportunities to streamline and automate HR processes and implement improvements.
- Serve as liaison with the finance team to ensure accurate and timely processing of payroll.
- Develop and maintain regular HR reports and metrics (e.g., headcount, turnover, etc.), providing insights to leadership.

Employee Experience & Relations

- Provide confidential guidance and support to employees and managers on workplace issues, performance, and development.
- Advise and coach managers on HR policies, employee changes, and employee relations matters.
- Foster an inclusive and supportive workplace culture that reflects the organization's values.
- Manage employee feedback processes, engagement surveys, and other initiatives that strengthen employee experience.

Compensation & Benefits

- Administer compensation, benefits, and leave programs across the US and UK, partnering with external providers as needed.
- Conduct periodic market and salary reviews to ensure equity, competitiveness, and compliance with local requirements.
- Support annual salary review and budget planning processes.

Performance & Development

- Manage performance management processes, including goal setting, mid-year check-ins, and year-end evaluations.
- Partner with leadership to identify training and development opportunities.
- Promote practices that support employee growth, retention, and organizational effectiveness.

Recruitment & Onboarding

- Review and update job descriptions in collaboration with the hiring manager.
- Advise managers on recruitment strategies, including where to post roles and how to attract and identify qualified candidates.
- May support managers with additional recruitment activities, including posting positions, screening candidates, coordinating interviews, and managing offers.
- Support managers through the hiring process by coordinating interviews, assisting with offer negotiations, and preparing offer letters and contracts.
- Own and manage the onboarding process to ensure a consistent and supportive employee experience.

Other

- Complete other projects and tasks assigned by the COO or leadership team.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent related work experience, HR certification (e.g., SHRM-CP, SHRM-SCP) is a plus.
- 5-7 years of progressive responsible HR experience, ideally in a nonprofit or international organization.
- Broad knowledge of core HR functions, including recruitment, onboarding, employee relations, compensation and benefits, compliance, and performance management.
- Working knowledge of employment law and compliance requirements in the UK (and ideally the US).
- Experience administering HR systems; familiarity with BambooHR is a plus.
- Demonstrated ability to serve as a stand-alone HR professional and/or member of a small HR team, balancing hands-on execution with advisory and strategic responsibilities.

SKILLS, COMPETENCIES, AND ATTRIBUTES

- Strong communication and relationship-building skills; able to establish trust across diverse teams and geographies.
- Tech-savvy and comfortable using HR systems, tools, and technology to streamline processes.
- Strong attention to detail, with excellent organizational and process management skills.
- Flexible and adaptable; willing to “roll up their sleeves” and do what is needed; balancing hands-on skills with advisory work.
- Able to work effectively and independently as part of a virtual and international team.
- Sound judgment, including the ability to identify when complex issues should be escalated to senior leadership or external advisors.
- Maintains confidentiality and handles sensitive information with professionalism and care.
- Collaborative, with the ability to coach and advise employees and managers effectively.
- Comfortable navigating change and managing special projects and tasks.

SALARY

The expected full-time equivalent salary range for this position is \$65,000 – \$85,000 for US-based candidates and £50,000 – £65,000 for UK-based candidates. This role is part-time (approximately 20–24 hours per week), and compensation will be prorated accordingly based on the agreed-upon schedule. Actual compensation within these stated ranges will be determined based on the candidate's experience, skills, and location.

Interested candidates should submit their resume (CV) and a brief cover letter to hr@eltonjohnaidsfoundation.org