



## Human Resources Manager

### About AIRA

The [American Immunization Registry Association \(AIRA\)](https://www.immregistries.org/) is a respected 501(c)(3) nonprofit membership organization that plays a pivotal role in promoting the development and implementation of immunization information systems (IIS) to combat vaccine-preventable diseases. With a collaborative approach, AIRA serves as a platform where IIS programs, organizations, individuals, and communities converge to pool their expertise, exchange knowledge, and advance IIS and immunization programs. As a prominent advocate for standards, policy, and funding, AIRA spearheads initiatives in data exchange standards development and information sharing, and it provides valuable resources for education and training.

At AIRA, we are champions of the IIS community and public health. We believe integrity defines both our work and our people. Remote work and flexible schedules have been our way of working long before the pandemic. We celebrate our teams' diverse experiences with opportunities to share and learn from one another. AIRA provides excellent health benefits and a matching 401(k) and fosters a family-friendly culture.

### The Job

AIRA is currently seeking an experienced human resources manager. This position reports to the senior director of education and organizational development and works closely with the director of business and operations and AIRA executive leadership. This role is a generalist "HR Department of One" managing all aspects of human resources, including strategic planning, compliance monitoring, program management and coordination, and administrative functions.

### Is This You?

Do you have a love for detail but can still see the big picture? Are you passionate about supporting staff in a mission-driven organization? We are looking for a candidate with a strategic, thoughtful approach, stellar attention to detail, a positive, optimistic, can-do attitude, great problem-solving skills, and the ability to work independently in a fast-paced environment. Does this sound like you? If so, we hope you apply!

### Job Responsibilities

The human resources manager will be responsible for managing the day-to-day HR operations and the administration of HR policies, programs, protocols, and procedures. This includes responsibility for identifying, developing, and revising policies, plans, and procedures;





monitoring employment law and updating policies as needed; attracting and retaining talent; onboarding and offboarding employees; updating, implementing and monitoring training and professional development programs; collaborating on compensation and benefits; supporting leadership on workforce and strategic planning; training and assisting with team member relations; evaluating, modifying, and administering the performance evaluation process; and creating or improving processes that support our people and our culture.

At a high level, responsibilities of this position include:

#### Summary of Duties:

Focus Area	Duties	% of time
General HR Management	<ul style="list-style-type: none"><li>• Developing HR department goals, objectives, policies, and systems.</li><li>• Managing employee files, job descriptions, and other employee records by ensuring integrity and confidentiality according to compliance and policies.</li><li>• Maintaining and updating staff handbooks and HR-related policies with a lens of accessibility and compliance.</li><li>• Supporting fiscal activities related to human resources, including benefits analysis and renewal, compensation, payroll, and leave administration.</li><li>• Researching and applying best practices for various HR policies.</li></ul>	50%
Employee Engagement & Retention	<ul style="list-style-type: none"><li>• Aligning the needs of employees with the overall mission of the company.</li><li>• Answering frequently asked questions from employees related to standard policies and benefits.</li><li>• Assisting with planning and execution of annual and special events such as benefits enrollment, employee recognition, and more.</li><li>• Designing initiatives to foster engagement and retention, monitoring working conditions, well-being, engagement, and turnover rates.</li><li>• Maintaining a good relationship with employees to support the resolution of any problems they may have and to create a positive work environment.</li></ul>	15%





Focus Area	Duties	% of time
Professional Development	<ul style="list-style-type: none"><li>Managing and growing professional development and training opportunities and managing systems to share these opportunities and support staff participation.</li><li>Collaborating with the senior director of education and organizational development in the implementation of innovative programs, initiatives, and tools to enhance inclusion and diversity awareness, capabilities, and competencies.</li><li>Administering the performance review programs to ensure effectiveness, compliance, fairness, consistency, and objectivity across the organization.</li></ul>	15%
Staffing	<ul style="list-style-type: none"><li>Leading the recruitment and hiring processes, including but not limited to creating and editing job descriptions, managing job postings, sourcing a diverse pool of candidates, and managing recruitment materials and processes.</li><li>Designing and leading a dynamic and inclusive onboarding and offboarding process to enrich workplace culture.</li><li>Supporting workforce planning and position development, including scoping, leveling, and classification.</li></ul>	10%
Other	<ul style="list-style-type: none"><li>Performing other duties as assigned.</li></ul>	10%

## Knowledge, Skills, and Abilities

Possesses:

- Proficiency in the employee lifecycle and end-to-end human resources operations, including recruitment, onboarding, employee relations, performance management, professional development, compensation, and benefits administration.
- Knowledge of workforce planning and position management in organizations, ideally with multiple funding streams and grant-funded FTEs.
- Knowledge of compensation and benefits structures within budget-constrained and mission-driven organizations.





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- Proficiency in drafting, implementing, and revising HR policies, handbooks, and procedures with a lens of accessibility and compliance.
- Knowledge of risk management considerations related to policy, benefit provisions, employee relations, workforce reductions, and organizational change.
- Knowledge of organizational development principles, including change management and culture-building.
- Knowledge of confidentiality, data privacy, and records retention requirements for personnel information.

#### Ability to:

- Operate effectively as an “HR Department of One” as both a compliance function, a strategic advisor to senior leadership, and manager and implementer of all HR initiatives.
- Prioritize and execute work independently in a high-autonomy role with competing deadlines and focus areas.
- Support and/or manage HR functions in partnership with a Professional Employer Organization (PEO), including benefits, paid and unpaid leave, payroll coordination, and compliance support.
- Support leadership decision-making on workforce planning, including potential changes in organizational design and potential changes in workforce.
- Interpret and apply employment laws and regulations in a nonprofit and federally funded environment.
- Provide clear, pragmatic HR guidance and trainings to leadership and managers, particularly in complex or high-risk situations.
- Exercise sound judgment in ambiguous situations and escalate issues appropriately.
- Communicate complex or sensitive information clearly, calmly, and compassionately.
- Build trust across the organization while maintaining professional boundaries and confidentiality.
- Adapt quickly to changing funding, staffing, or regulatory environments.

#### Qualifications and Requirements

- A bachelor's degree in human resources, business administration, organizational development, communication, or a related field plus five years of progressive HR experience with working knowledge of multiple HR disciplines is required.
- In lieu of a degree, the equivalent work experience of 6-8 years of progressive HR or people operations experience demonstrating practical mastery of the knowledge, skills, and abilities described above is required.
- SHRM or PHR certification is strongly preferred.





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- A remote workspace conducive to a professional working environment with audio and video conferencing capabilities.
- Ability and flexibility to travel at least two to three times per year.
- Ability to pass a background and reference check is required.

## Salary, Benefits, and Perks

- We are remote-first. All team members work remotely from their home workspace.
- The salary range for this position is between \$70,000 - \$90,000 annually.
- Comprehensive health benefits (medical, dental, and vision) for you and your family
- 100% paid parental leave, eligible after ten months of employment
- 401(k) retirement plan with company match
- FSA and HSA benefits
- Internet and professional development stipends
- Generous paid vacation
- Paid sick leave

## Application Process & Submission Deadline

Applicants must submit an application packet consisting of both:

1. Cover letter stating why the applicant is interested specifically in this position
2. A current résumé or CV

All forms must be submitted in PDF FORMAT ONLY. Title the application as follows: *HR Manager – [applicant's last name] February 2026*. Only electronic applications will be accepted for this position. Send application package to [HR@immregistries.org](mailto:HR@immregistries.org). Applications that do not include the requested information in the correct format may not be considered.

The deadline for the submission of applications is **March 6, 2026**. Consideration of applicants will begin immediately upon receipt of application. All interviews will be conducted between early March and early April with an anticipated start date in April 2026.



1717 Pennsylvania Ave NW, Suite 1025 Washington, DC 20006



202.552.0208



[immregistries.org](http://immregistries.org)