



**HR Consultant – HR Infrastructure**

*Build Our HR Foundation - Systems & Process Development*

Job Type: Contract | Project-Based

Reports to: Interim Co-Executive Director (People)

Compensation: Up to \$25,000

Location: Louisville, KY (Remote)

Deadline to Submit Materials: Monday, June 15, 2026

---

**About Us**

Russell: A Place of Promise (RPOP) invests in the people and places of Louisville, Kentucky’s historically Black Russell neighborhood to build Black community wealth without displacement. RPOP is organized as a 501(c)(3) nonprofit community land trust that aims to preserve affordability through its real estate investments in owner-occupied housing, rental housing, commercial, and community spaces for Russell residents, business owners, faith-based institutions, and community organizations. Our work is guided by the Russell Partnership Pledge, a set of shared values developed and co-written with Russell residents.

RPOP’s theory of change involves investing in people first to solidify long-term authentic partnership with Black residents and centering resident leadership in organizational decision-making and strategy. This approach relies heavily on direct, sustained and wide-ranging relationship-building with residents, including hiring Russell residents as part of RPOP’s staff.

Investing in people before substantial investment is made in the “place” of Russell results in capital investments structured to be responsive to and rooted in the interests of Russell residents, restorative, equitable, resilient, beloved by the community. RPOP’s capital and programmatic investments are transparent and accountable to residents, provide opportunity for resident ownership, rely on residents as partners, add more value than they extract, and balance risks/ returns among stakeholders including residents.

For more information about RPOP’s past and current work, please visit [www.russellpromise.com](http://www.russellpromise.com)

---

**Position Summary**

*Build Something from the Ground Up*

RPOP is growing—and we’re looking for an HR Consultant to design and build the foundation that will support our future. This is a hands-on opportunity to create practical, scalable HR systems for a mission-driven organization at an early stage.

#### What You’ll Build

- Core HR policies and employee handbook
- Onboarding and offboarding processes
- Job descriptions and hiring workflows
- Performance management framework
- HR compliance structure and best practices
- HRIS/payroll system recommendations and implementation support

#### What You Bring

- Experience building HR functions from scratch or early-stage environments
- Strong working knowledge of HR compliance and best practices
- Ability to turn strategy into clear, usable processes
- Experience with HR systems like BambooHR, Gusto, or similar

#### Why This Role Stands Out

- True “builder” role—create systems that will last
- High autonomy with meaningful organizational impact
- Opportunity to shape culture, structure, and employee experience
- Potential for ongoing advisory partnership

---

#### How to Apply

Email [jobs@russellpromise.org](mailto:jobs@russellpromise.org) with the subject line: HR Consultant – HR Infrastructure

In the email body or a 1-page PDF, include:

- A brief summary of HR systems/process work you’ve led
- A high-level description of your approach
- Your general availability and engagement model
- Estimated timeline to complete project and costs

Applications will be reviewed on a rolling basis through Monday, June 15th, 2026. Selected consultants will be asked to complete a formal intake form and participate in next steps. Our final decision will be made by Tuesday, June 30th.