

HR Manager

REPORTS TO	SENIORITY
CEO	4-10 years

MISSION

Build and run the people function for MC² Foundation as a single-person HR team. Own end-to-end recruitment for the operating team, performance management, culture, founder experience and day-to-day people operations. Senior Head-HR seat is intentionally not part of the structure - this role is the entire HR function.

QUALIFICATIONS

- 4-10 years HR / talent / recruitment experience, with at least 2 years in an early-stage startup or institution-building context
- Prior demonstrable ability to do both senior-talent recruitment AND day-to-day ops solo
- Bias for action; scrappy, sole-contributor mindset; comfortable wearing multiple hats
- Strong execution chops, HRMS literacy
- Working knowledge of Indian statutory compliance (PT, EPF, ESI, ITR) - partners with Finance Manager on these
- MBA-HR or PG Diploma in HR preferred
- Founder-empathy: comfortable working with cohort founders alongside the Programmes team

KEY RESPONSIBILITIES

- Run end-to-end recruitment drive for various vacant roles in the organization within 3 months
- Design and run the performance management cycle (Sep + Mar) with OKR goal-setting and 3-tier rating
- Build the comp framework - bands aligned to the role design, annual increment matrix, ESOP / Phantom Stock policy where applicable
- Author and adopt the Employee Handbook (per People Manual / SOP 02); roll out at the first all-hands
- Build culture, values, policies - POSH (formal Internal Committee), DEI, anti-harassment, grievance redressal
- Run L&D for the operating team - quarterly leadership offsite, ad-hoc learning budgets, founder-facing workshops
- Own Founder Experience for Cohort 1 - onboarding kit, monthly pulse, exit interviews; coordinate with Manager Programmes

- Co-design the Mentor / Advisory empanelment with Manager Partnerships and CIO; manage mentor LOI + onboarding logistics
- Select, implement and operate the HRMS - Keka or Zoho People - by end Q3 2026 (per Manual 07 productization roadmap)
- Run day-to-day people ops solo: payroll coordination with Finance, leave, statutory filings (PT/EPF/ESI alongside Finance)
- HR analytics: time-to-fill, retention, engagement-survey response, comp ratio benchmarks
- Anchor the quarterly engagement survey; report to CEO with action items per quartile

CRITICAL YEAR-1 DELIVERABLES (TIME-BOUND)

- **Month 1:** HRMS vendor selected (Keka / Zoho People); implementation kicked off
- **Month 1:** Employee Handbook v1 adopted; POSH IC constituted; compensation framework approved by CEO
- **Month 1-3:** Hiring for remaining roles for at target comp bands as per requirement of the organization.
- **Month 2:** First monthly all-hands; values and operating norms ratified
- **Month 3:** HRMS live; onboarding playbook tested with the most recent hires
- **Month 3:** First Cohort 1 founder onboarding cycle delivered (alongside Manager Programmes)
- **Month 6:** First Sep performance management cycle landed with 100% participation
- **Month 6:** Mentor empanelment for the Mentor Council completed (30+ mentors)
- **Month 9:** Annual engagement survey delivered; response rate > 80%
- **Month 12:** Annual review cycle, comp review and Year-2 hiring plan submitted to Board

SUCCESS METRICS (YEAR 1)

- Regrettable attrition < 10% Year 1
- Time-to-fill < 60 days for non-leadership roles; < 90 days for Manager-level
- Founder NPS > 60 across Cohort 1 (quarterly pulse)
- Engagement survey response > 80%
- Performance cycle delivered Sep + Mar with 100% participation
- Zero compliance gaps in payroll or statutory cycles (PT, EPF, ESI)
- HRMS live by end Q3 2026 within the ~₹40-60L Year-1 tech budget envelope