



Job Description

Position: People and Culture Manager
Reports to: Director of Strategy and Sustainability
Status: Exempt

BACKGROUND

Formed in 1995 by nine congregations of Catholic Sisters, Merced Housing Texas is a faith-based non-profit affordable housing provider that is based in San Antonio. Our mission is to create and strengthen healthy communities by providing quality, affordable housing with supportive services for individuals, families, and older adults living in low-income households. We meet our mission through three core programs – Multifamily Program, Owner-Occupied Repair Program and our Resident and Supportive Services Program. We believe that our work extends beyond providing housing—we support residents and homeowners in achieving stability and opportunity through programs focused on health, education, financial wellness, and community connection.

We hold Integrity, Compassion, Service and Collaboration as our core values and use them as a lens through which we make decisions. Our core values are the foundation for how we work with each other, with community, and with our partners.

The People and Culture Manager (PCM) position is a new addition to our staff of twenty one. As our team, programs, and impact in the community grow, the PCM will ensure that we do so in a way that:

- Strengthens our culture and reflects our values
- Builds team capacity to support expanding programs and communities
- Supports and develops the people who deliver our mission every day

This is a highly collaborative and strategic role for a leader who is passionate about people, purpose, and long-term organizational health.

JOB DESCRIPTION

Under the Director of Strategy and Sustainability's general direction, the People and Culture Manager will serve as both the operational leader of Human Resources and the steward of Merced Housing Texas' purpose-driven culture.

Core Responsibilities

Culture Strategy & Stewardship

- Embed Merced's values into daily behaviors, leadership expectations, and decision-making
- Ensure culture reflects the organization's commitment to respect, collaboration, compassion, and service to residents and homeowners
- Design initiatives to improve and assess employee engagement and health of the organizational culture

Leadership Development & Organizational Health

- Equip leaders to manage teams serving diverse and often vulnerable populations
- Encourage and support leadership skills development for all staff
- Support succession planning and long-term organizational sustainability

Employee Experience & Lifecycle Ownership

- Oversee full employee lifecycle: recruiting, onboarding, development, retention, and offboarding
- Develop and implement performance assessment and work with leadership to build a culture of coaching and feedback
- Develop and implement a Merced employee training curriculum
- Ensure employees feel supported in meeting Merced's mission of creating and strengthening healthy communities
- Reinforce a mission-connected employee experience rooted in purpose

Purpose-Driven Recruiting & Talent Strategy

- Design hiring processes that prioritize values alignment and commitment to service
- Attract candidates who are motivated by community impact and housing stability outcomes
- Align hiring with the needs of core program areas

HR Operations & Infrastructure

- Manage core HR functions including compliance, benefits, and HR systems
- Ensure organizational practices support staff working across multiple service programs and locations
- Maintain operational excellence without creating burdensome bureaucracy

Communication, Engagement & Community Connection

- Build connections across teams serving different communities and programs
- Encourage alignment between internal culture and community partnerships
- Reinforce mission and impact through storytelling, internal communication, and recognition

SUCCESS MEASURES

- Strength and consistency of culture aligned to mission and values
- Employee engagement, retention, and team health
- Leadership effectiveness across program areas
- Quality of hiring and cultural alignment of new employees
- Organizational readiness to scale impact without cultural erosion

IDEAL CANDIDATE PROFILE

- 8+ years in HR, People Operations, or Culture leadership
- SHRM-CP, SHRM-SCP or SPHR certified
- Experience in mission-driven or nonprofit organizations strongly preferred
- Demonstrated ability to build culture in organizations serving diverse communities
- Strategic thinker with strong execution capability
- Passion for community impact, service, and long-term organizational health

WHY THIS ROLE MATTERS

Merced Housing Texas does more than provide housing—it delivers stability, dignity, and opportunity through both housing and supportive services.

This role ensures that:

- The people delivering that mission are supported, developed, and aligned
- The culture reflects the same compassion and care extended to residents
- The organization can grow its impact without losing what makes it meaningful

WORK ENVIRONMENT

The work environment characteristics that are representative of those an employee encounters while performing the essential functions of this job are that of a general office setting, based in San Antonio. Some travel (approximately 5%) to training and/or Merced's multifamily properties in Texas likely; All travel is within the U.S.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

POSITION TYPE

Full-Time (40 hours/week)

COMPENSATION

\$75,000-\$90,000, based on experience and credentials

BENEFITS

Our commitment to your success is enhanced by our competitive compensation and extensive benefits package including paid time off; medical, dental, and vision insurance; Simple IRA with organization match; and a generous schedule of paid holidays.

TO APPLY

To respond to this opportunity, please email resume to: Sonia Lopez at sonia@mercedhousingtexas.org with the subject line "People and Culture Manager." We will accept applications through August 14, 2026.

Merced Housing Texas is an Equal-Opportunity Employer.