

# Staff Position Description

MISSION: FOSTERING CONSERVATION SERVICE IN SUPPORT OF COMMUNITIES AND ECOSYSTEMS

VISION: A LEGACY OF HEALTHY LANDS, AIR AND WATER; THRIVING PEOPLE AND RESILIENT COMMUNITIES

**Title:** Senior Director of Human Resources

**Date:** July 2021

**Reports to:** Chief Operating Officer

**Starting Salary:** Starting at \$61,500 with preferred experience

**Location:** Part-Time Remote, Based out of available Conservation Legacy office(s)- Tucson, Harrisonburg, Chattanooga, Flagstaff, Durango, Salida, Gallup, Albuquerque, Raleigh, Beckley.

**Status:** *Full-Time, Exempt*

**Benefit Eligible:** Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off *per Personnel Policies*

## **Program Summary:**

Conservation Legacy is a nationwide non-profit. The organization's programs engage participants on diverse conservation and community service projects. These projects provide opportunities for personal and professional development and meet the high priority needs of public land managers and community partners. Through the mission of fostering conservation service in support of communities and ecosystems, Conservation Legacy works toward a legacy of healthy lands, air and water; thriving people and resilient communities.

## **Position Summary:**

Director oversees the strategic initiatives and daily responsibilities related to central human resources within the organization. This includes oversight of member and staff on-boarding and term management, in term compliance. Oversees labor compliance for staff and initiates necessary research and knowledge of legalities around human resources, as needed or anticipated. Develops and implements strategies to provide all Conservation Legacy staff necessary policies and resources to ensure the utmost positive, productive work environment.

## **Essential Responsibilities and Functions:**

### **People Policies, Procedures & Systems**

- Oversees and supports HR staff (local and central) to ensure HR systems are compliant and efficient.
- Provides oversight to all staff with HR responsibilities to ensure best practices are used throughout the organization and set up accountability measurements to ensure compliance.
- Serves as leader for CL's diversity, equity and inclusion efforts with respect to staff.
- Guides standard recruitment procedures and policies that are used across the organization to be in standard with EEOC, Department of Labor, AmeriCorps and other governing entities to ensure a respectable, non-discriminatory experience for all candidates.

- Develops and maintains evaluation procedures for all permanent staff to drive the accountability of required tools used for feedback and performance.
- Recommends policy changes and updates to the CL Personnel Policy Manual as needed to remain legally compliant and to reflect progressive HR policies, practices and strategies.
- Serves as first point of contact for EEOC and internal complaints and grievances.
- Leads and sets accountability for any complaint and grievance processes, taking lead on investigations as identified by policy.
- Oversees staffing, policies, procedures and systems that are delivering payroll and onboarding/off-boarding for staff and members.
- Oversees electronic onboarding processes.

### **Legal Compliance**

- Continued gained-knowledge of changing state and federal laws impacting the operations of Human Resources in order to best inform internal stakeholders and lead any organizational-wide changes to comply with the law.
- Monitors compliance with AmeriCorps requirements and Department of Labor requirements to ensure members are meeting expectations.
- Establishes and maintains an efficient process to gather all necessary data, forms and other documents from Members in compliance with AmeriCorps and other legal requirements, as a part of onboarding procedures for members and staff within the organization.
- Lead the organization with legal relationships that support the organization's efforts to mitigate potential legal issues in a preventative and responsive effort.

### **Strategic Leadership**

- Collaborates with others to execute initiatives identified through the strategic plan, leadership team and/or CEO, regarding human resources.
- Maintains knowledge of existing and emerging trends in Human Resource management and applies that knowledge in support of a positive work environment where every employee can grow and thrive.
- Supports and engages with organizational culture strategies that partner with human resources and execute tactics and strategies while maintaining and re-evaluating changes.
- Defines and executes strategies to provide clarity of Central HR functions within the organization in relation to the federated model and the local HR functions.
- Participates and leads organizational strategies through Leadership teams within Conservation Legacy.
- Collaborate with Corps Directors and other leadership to develop more robust and effective procedures to meet policy, not limited to trainings, resource development and communication strategies.

### **Other Duties**

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Oversees and manages Central HR Budget, including the forecasting, development and management.

**Physical Requirements:**

*Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours and physical ability to walk, climb, balance, stoop, kneel, crouch or use tools/equipment on an infrequent or frequent basis. Ability to safely drive an organizational vehicle may also be required for some positions. Disclosure of needs are encouraged to be made upon job offer and throughout employment at Conservation Legacy.*

**Minimum Qualifications:**

- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Minimum of 5 years of experience in youth development, non-profit or Corps field.
- Minimum 5 years of experience in Human Resources and/or executive leadership within an organization.
- Experience with influencing diverse groups of employees to achieve common goals.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to carry out assigned work independently or with minimal supervision.
- The ability to communicate effectively, manage complexity cultivate innovation, drive and influence results of oneself and others.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Ability to keep others, in remote locations, accountable to expectations.
- Must be able to pass the organization’s criminal history check requirements.

**Preferred Qualifications:**

- Completed education and/or certification in Human Resources or related field.
- Valid Driver’s License and Insurable Driving Record
- Experience leading Conservation Legacy programs, members or administrative systems.
- Experience in an executive position of an organization with an operating budget over \$1million and/or an organization employing over 100 employees.
- Over 5 years of experience in Human Resources and/or executive leadership within an organization.

**To Apply:** Send Cover letter and resume to (Jennifer Erickson) [at\(jerickson\)@conservationlegacy.org](mailto:at(jerickson)@conservationlegacy.org)  
Subject line in this email must include “Applicant”.

Cover Letter must include a response to the following question: ***Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.***

*Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.*