

# Staff Position Description

**Title:** Senior Director of Human Resources

**Starting Salary Range:** \$111,901-129,650

**Location:** Fully Remote Eligible with strong preference for an individual residing in the primary geographic regions with CL offices (Mid-Atlantic, Southeast, Intermountain and Southwest areas of the US)

**Status:** Full-Time, Exempt

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

**Reports to:** Chief Executive Officer

## Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore, and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air and water; thriving people and resilient communities.

## Position Summary:

Director oversees the strategic initiatives and daily responsibilities related to 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 participants 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.

## Outcomes & Functions of Position:

### Policies, Procedures & Systems

- Oversees and supports central human resource staff (local and central) to ensure human resource systems are compliant and efficiently utilized while fulfilling compliance.
- Guides procedures and policies that are used across the organization to be in standard with EEOC, Department of Labor, and other governing entities to ensure a respectable, non-discriminatory experience for all candidates and hired employees.
- Develops and maintains evaluation procedures for all permanent staff to drive the accountability of required tools used for feedback, performance and merit.
- Develops and maintains compensation strategy and best practices for the organization.
- Leads 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.
- Oversees staffing, policies, procedures and systems that are delivering payroll and onboarding/off-boarding for staff and members.
- Oversees electronic onboarding processes and systems to ensure compliant practices and tools.

### **Legal Compliance**

- Leads all EEOC and internal complaints, training, investigations and legal communication.
- Understands and monitors all state and federal laws impacting the organization's personnel operations in order to lead any organizational-wide changes.
- Monitors compliance with AmeriCorps requirements and Department of Labor requirements to ensure members are meeting expectations in collaboration with other AmeriCorps-focused staff.
- Lead the organization with legal review and/or relationships that support the organization's efforts to mitigate potential human resource related legal issues in a preventative and responsive manner.

### **Strategic Leadership**

- 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.
- Obtains and maintains necessary HR certifications as determined by organization.
- Supports and engages with organizational culture strategies that partner with human resources and execute tactics 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.
- 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.

### **Organizational Advocacy**

- 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.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

**Other "Hats" You May Wear:** Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Supervisor, EEOC

### **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, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

## Qualifications:

- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Bachelor's Degree and 10 years' experience with human resources.
- Proven leader with strong inter-personal skills, keen to motivate and effectively educate and connect organizational leaders and employees with HR priorities and needs.
- Experience in mediation and conflict resolution processes.
- SHRM or Certification
- 5+ years of senior leadership experience in a mid-size non-profit or similar organization
- Experience leading and managing remote teams and staff

**Other Competencies Desired for this Position's Success:** Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

### To Apply:

1. Send Cover letter and resume to [nwilliams@conservationlegacy.org](mailto:nwilliams@conservationlegacy.org)
2. Cover Letter Must Include:

Subject line includes "Applicant\_(Your Name)".

Cover Letter must include a response to the following: *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, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.*