



Human Resources and Operations Manager

Join our dynamic Finance and Operations team at Riverkeeper, New York's premiere champion of the Hudson River and its watershed. We are seeking our first dedicated Human Resources employee to handle all our HR needs and continue our work in diversity, equity and inclusion. This position could be full time or 3/4 time if desired. This is an exciting opportunity to join a growing organization doing impactful work.

Background

Established in 1966, Riverkeeper protects and restores the Hudson River from source to sea and safeguards drinking water supplies, through advocacy rooted in community partnerships, science and law. With an annual operating budget of \$4.5 million, Riverkeeper is a mid-sized nonprofit operating in the Hudson Valley. For more information, visit www.riverkeeper.org.

Position Overview

Riverkeeper is seeking a talented and motivated Human Resources (HR) and Operations Manager who can develop and implement strategic and proactive strategies, build effective relationships across the organization, and participate in all aspects of the HR function, including recruitment, classification and compensation, training and development, employee wellness and recognition, employee relations, performance management, policies and procedures, administering pay, benefits, and all other HR administration to ensure legal compliance and organizational effectiveness. Additionally, the HR Manager will be a champion of Riverkeeper's commitment to Diversity, Equity, Inclusion, and Justice (DEIJ) by working closely with the DEIJ Committee on the implementation of our DEIJ goals and objectives. The role will also help to manage general office operations and will support the finance function on the team.

This newly created role will report to the Chief Financial and Operating Officer (CFOO) and be a vital member of the Finance and Operations team.

Duties & Responsibilities

Specific duties and responsibilities include:

- Oversee recruitment, hiring and onboarding of staff, utilizing internal resources. Includes expanding our outreach to candidates across diverse audiences, and ensuring that job descriptions and interviewing techniques are welcoming and accessible for all.
- Work with CFOO to strengthen, develop and implement banding and compensation policies and practices.
- Create and implement programs, trainings and other initiatives that promote employee engagement and recognition.

- Oversee the performance management program and help support and coach managers on best practices and techniques related to delivering feedback, conducting performance reviews, professional development, etc. Work with managers to ensure staff job descriptions are up to date and that goals and key indicators of success are relevant to each position.
- Work with CFOO to oversee employee relations. Resolve and mitigate employee relation issues, conduct investigations, as necessary, and make recommendations.
- Work closely with our Diversity, Equity, Inclusion, and Justice Committee on the implementation of Riverkeeper's DEIJ goals and objectives. Ensure that DEIJ best practices are integrated into all HR functions.
- Strengthen a diverse, equitable, inclusive, and just organizational culture through internal communications, staff meetings and other activities such as employee surveys, discussion groups and educational opportunities. (In coordination with DEIJ Committee.)
- Strengthen and ensure equitable policies and practices across the organization, particularly compensation, promotion, benefits, recruitment, and workload policies. Ensure all policies maintain legal compliance and are adhered to.
- Monitor value of benefits and surface ideas for improvements. Serve as a liaison with benefits broker(s) and vendors to manage relationships, contracts, renewals, as well as evaluation of benefits for cost-effectiveness and employee satisfaction.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Identify other areas of strategic importance that could be improved and generate creative ideas and solutions.
- Help manage general office operations, including on-site office space items.
- Assist with finance functions, including invoice management and payment, depositing donor gifts, file management, etc.
- Support other key functions of Finance and Operations team, as needed.
- Participate in relevant Riverkeeper staff, board and advisory board meetings.
- Other duties as assigned.

The listed responsibilities are intended to describe the essential functions of the position. They are not an exhaustive list of all job duties, responsibilities, and requirements.

Qualifications

Did you know that research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications? Please know that no one ever meets 100% of the qualifications. If much of this describes you, we encourage you to apply. This might be the right next role for you if you have:

- A minimum of 2-4 years of experience in human resources (including such areas as recruitment, training, conflict resolution, etc.) or other related experience.
- Additional experience in Diversity, Equity, Inclusion and Justice (DEIJ) and restorative justice practices are strongly preferred.
- Collaborative mindset with strong interpersonal, communication, and coaching skills.
- Organizational resourcefulness – ability to navigate complexity and thrive in a fast paced and changing environment using strong judgment and decision-making skills.
- Demonstrated history of working with confidential matters requiring sensitivity and discretion.

- Proven ability to think strategically, multitask, prioritize, be flexible and problem-solve.
- Highly organized, detail oriented, and self-motivated.
- Ability to plan agendas, lead meetings, and convey expertise.
- Knowledge of payroll and HR software systems a plus (ADP, HRIS, etc.).
- Experience with QuickBooks or other financial software systems a plus.
- Proficient in Microsoft Office Suite: Word, Excel, and PowerPoint required. G Suite a plus.
- A commitment to the mission, vision, values and goals of Riverkeeper, and to promote justice, equity, diversity and inclusion through work for a non-profit organization.
- A connection to the Hudson River and its watershed, and a general familiarity with Riverkeeper's priority issues.
- Bachelor's degree, or additional work experience, in a relevant field is preferred.

Location

This position will be located in Ossining, NY, with flexibility to work some days in the office and other days from home, if desired.

Compensation and Benefits

This is a band 6 position. This exempt position can be full time (40 hours/week) or 3/4 time (30 hours/week). Compensation is commensurate with experience ranging from \$65,000 to \$70,000 for full time, and would be prorated for 3/4 time. Occasional evenings and weekend work will be required, and flex time encouraged. Riverkeeper offers health, dental, vision, life and disability coverage, 403B, vacation, sick, personal days, as well as parental leave and other benefits.

Application Procedure:

Please submit your résumé and cover letter as well as a list of at least 3 professional references to humanresources@riverkeeper.org. Please write 'HR and Ops Manager' in the subject line. The position will be open until filled. Phone calls will not be accepted.

Riverkeeper is an AA/EEO employer. Riverkeeper is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law.

People from diverse backgrounds are encouraged to apply.