

GREEN-WOOD

Position:	Human Resources Director
Department:	Finance, Accounting, Human Resources & Information Technology
Reports to:	Chief Financial Officer and Vice President (CFO & VP)
Location:	The Green-Wood Cemetery, Brooklyn, NY
FLSA Status:	EXEMPT
Work Schedule:	FULL-TIME
Compensation:	\$95,000 – \$110,000
Date:	Immediately, until filled

ABOUT THE OPPORTUNITY

Green-Wood Cemetery is seeking a dedicated and experienced Human Resources Director to join our team. We support a multi-faceted organization that encompasses a working cemetery, arts and cultural programming, an accredited arboretum, a deep commitment to history, and connecting with the diverse communities of Brooklyn.

This is a new, integral position that will play a key role, in partnership with the CFO & VP, in developing and implementing all aspects of the organization's human resources functions. The ideal candidate will be a proactive problem-solver with a strong background in employee relations, HR administration, and policy development.

The ideal candidate will possess a strong blend of hands-on HR experience and strategic leadership capabilities. This person must have a proven track record of managing all facets of HR, from day-to-day administration and employee relations to policy development and compliance. Key skills include exceptional communication and conflict-resolution abilities, a deep understanding of labor laws, and the capacity to serve as a trusted advisor to both employees and management. The successful candidate will be a proactive, compassionate, and highly organized professional who can build and maintain a positive workplace culture while effectively collaborating with external partners.

WHAT YOU WILL DO

- **Human Resources Administration & Strategy:** Manage all day-to-day HR operations, including maintaining accurate employee records, ensuring compliance with federal, state, and local labor laws, and developing HR strategies that align with Green-Wood's mission.
- **Employee Relations & Support:** Serve as the primary point of contact for all employee relations matters. In collaboration with the CFO & VP provide support for workplace conflicts, conduct investigations into formal complaints, and provide guidance to managers on performance management and employee development.
- **Onboarding & Offboarding:** Oversee the entire employee lifecycle, from recruitment and new hire orientation to offboarding processes. Ensure a smooth and welcoming experience for new employees and a professional and respectable exit process for departing staff.
- **Policy & Handbook Management:** Be responsible for the development, implementation, and maintenance of the employee handbook and other HR policies. Regularly review and update policies to reflect changes in labor law and best practices.
- **Performance Management:** Manage the performance review process, providing tools and support to managers and employees to foster a culture of continuous feedback and improvement.

- **Compensation & Benefits:** Administer and manage employee benefits programs, including health insurance, retirement plans, and paid time off. Conduct market research to ensure competitive compensation and benefits packages.
- **Training & Development:** Identify training needs and develop or source training programs to enhance employee skills and leadership capabilities.
- **Safety & Wellness:** Promote a safe and healthy work environment by overseeing workplace safety programs and ensuring compliance with relevant regulations (e.g., OSHA).
External Partnerships: Collaborate with outside consultants and partners as needed to address specific HR needs, such as legal counsel, benefits brokers, or specialized training providers.

WHAT YOU WILL NEED TO SUCCEED

Education & Experience

- At least 7–10 years of progressive experience in an HR role, with a strong focus on employee relations and HR administration, including at least 3 years in a leadership or management position.
- High level of integrity and discretion in handling sensitive and confidential information. A compassionate and empathetic approach to employee issues. Ability to work independently and manage multiple priorities in a fast-paced environment.
- A bachelor's degree in Human Resources, Business Administration, or a related field is preferred. A master's degree or HR certification (e.g., SHRM-CP, SHRM-SCP, PHR, SPHR) is a plus.

Skills & Competencies

- Excellent communication, interpersonal, and negotiation skills. A deep understanding of federal, state, and local employment laws. Strong problem-solving and conflict-resolution abilities. Proficiency with HRIS (Human Resources Information Systems) and Microsoft Office Suite.
- Strong organizational skills, meticulous attention to detail, and the ability to manage multiple priorities under tight deadlines.
- Excellent written and verbal communication skills, with the ability to present information clearly to employees and institutional leadership.
- High degree of integrity and discretion in handling sensitive and confidential information.
- Demonstrated ability to collaborate across teams, build trust with senior leadership, and contribute strategic financial guidance within a fast-paced and evolving environment.

Mission Alignment

- Deep commitment to Green-Wood's mission to preserve history, connect people with nature, and serve communities through cultural, educational, and commemorative initiatives.
- Strong work ethic, professional demeanor, and dedication to institutional sustainability through institutional stewardship and commitment to public service.

HOW WE'LL MEASURE THE SUCCESS OF THIS ROLE

- **Management of Green-Wood's Employee Handbook and Policies:** Maintain and regularly review policies to ensure they are communicated clearly to staff. Support staff in understanding and following policies.
- **Annual Review Process:** Oversee and implement annual performance reviews for all management staff (non-union). Support managers and employees through tools and one-on-one support. Create year-round opportunities for managers and staff to engage in conversations around performance, setting metrics, and measuring success.
- **Employee Relations and Support:** Responsible for all employee relations, including mediating conflicts and investigating HR complaints, with outside partners where applicable.
- **Onboarding and Offboarding:** Ensure employees receive full employee life-cycle service.
- **Compliance:** Ensure our HR policies and procedures follow applicable employment and labor laws.
- **Process Improvement and Operational Efficiency:** Identification and implementation of workflow and communications enhancements that improve the transparency and efficacy of HR operations.

- **Strategic Insights and Communication:** Delivery of clear, data-informed HR insights and recommendations that support executive decision-making, risk management, and long-range planning.
- **Stakeholder Collaboration and Trust:** Strength of cross-departmental partnerships and trust built through proactive communication, responsive service, and shared accountability.

WHAT MAKES GREEN-WOOD ONE-OF-A-KIND

At Green-Wood, we embrace a shared vision of unity and purpose, bringing together our diverse roles as a vibrant National Historic Landmark, an accredited arboretum, a living cemetery, and a cultural institution. Together, we honor the past, enrich the present, and inspire the future through our collective commitment to history, nature, and community.

Additional Information

Mission Statement

Green-Wood is a living cemetery that brings people closer to the world as it is and was, by memorializing the dead and bringing to life the art, history, and natural beauty of New York City.

Equal Employment Opportunity Statement

Green-Wood is an equal employment opportunity employer that prohibits discrimination against applicants and employees on the basis of race, color, religion, sex, gender, national origin or ancestry, age, disability, pregnancy, sexual orientation, gender identity, marital status, domestic partner status, military or veteran status, citizenship status, and any other basis or characteristic protected by federal, state, or local law.

Physical Demands/Working Conditions

If relevant, include details about physical requirements or unique working conditions (e.g., ability to lift items, outdoor work)

Pay Transparency Clause

As required by New York City law, the salary range for this position is disclosed in this job posting. The actual salary offered may vary based on factors such as experience, education, and qualifications.

HOW WE SUPPORT YOU

We offer a comprehensive benefits package to support and recognize your valuable contributions.

- **Salary Range:** \$95,000 - \$110,000 (based on experience)
- **Generous paid time off** (holidays, vacation, and personal leave)
- **Comprehensive medical, dental, and vision insurance.**
- **Employer-paid life insurance.**
- **Optional insurance plans (life, disability, etc.).**
- **Flexible Spending Account (FSA).**
- **Commuter benefits** to help with transportation costs.
- **Free on-site parking.**

READY TO APPLY?

If you're a human resources professional looking to make a difference in an organization rich in history, culture, and impact, we'd love to hear from you! [Apply now](#) and be part of Green-Wood's mission to preserve the past, enrich the present, and inspire the future!