



Position:	Director of Human Resources
Reports to:	President
Location:	The Green-Wood Cemetery, Brooklyn, NY
FLSA Status:	EXEMPT
Work Schedule:	FULL-TIME
Compensation:	\$140,000 – \$160,000
Date:	Immediately, until filled

ABOUT THE OPPORTUNITY

Green-Wood Cemetery is seeking a dedicated and experienced Director of Human Resources to join our team. Green-Wood is 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 newly created senior staff position will be instrumental in shaping and managing all aspects of the organization's human capital function. The Director of HR will bring a strong balance of strategic people leadership experience, hands-on execution, and a proven track record of managing all facets of HR, including day-to-day operations, employee relations, organizational and employee development, talent management, and policy and regulatory compliance.

The ideal candidate will possess exceptional communication and negotiation skills, a people-centric mindset, and a deep knowledge of applicable labor laws and HR best practices. Serving as a trusted advisor to the President and senior leadership team, the Director of HR will champion people-related initiatives and help cultivate a high-performing, mission-aligned workplace culture. The successful candidate will be proactive, compassionate, and highly organized with the ability to help build and maintain a positive workplace culture while effectively collaborating with external partners to support the HR function.

WHAT YOU WILL DO

- **Strategic HR Advisor:** Serve as a trusted advisor to the President, senior leadership team, and Board supporting organization design, workforce planning, and transformation initiatives which advance Green-Wood's mission, values, and strategic priorities. Lead HR initiatives that strengthen organizational effectiveness, employee engagement, and workplace culture.
- **HR Administration & Compliance:** Manage all day-to-day HR operations, including the maintenance of accurate and confidential employee records, oversight of HR systems and processes, and compliance with applicable federal, state, and local employment laws and regulations. Develop, implement, and maintain the Employee Handbook and all HR policies and ensure that they align with Green-Wood's mission, values, and HR best practices.

- **Employee Relations & Support:** Serve as the primary resource for all employee relations matters providing timely, fair, and consistent guidance across the organization. In collaboration with the President provide support for workplace conflicts, conduct investigations into formal employee complaints, and ensure appropriate resolution in alignment with organizational policies and legal requirements.
- **Talent Acquisition & Workforce Planning:** Oversee the full employee lifecycle, including the development and execution of recruitment and retention strategies designed to attract and retain diverse, mission-aligned talent. Lead onboarding and new hire orientation initiatives to ensure a welcoming and engaging experience for new employees. Administer offboarding processes that provide a professional and respectful exit process for departing staff.
- **Performance Management & Employee Development:** Advise and coach managers on performance management, employee engagement, and professional development with the goal of fostering a positive, accountable, and high-performing workplace culture. Manage the performance review process, providing tools, and support to managers and employees that promote a culture of continuous feedback and improvement. Assess employee learning and development needs, and design or source training programs to enhance employee competencies, improve performance, and strengthen leadership capabilities.
- **Compensation & Benefits:** Administer and manage employee benefits programs, including health insurance, retirement plans, and paid time off. Conduct market benchmarking and compensation analyses to establish an equitable and competitive pay structure and ensure that compensation and benefits align with organizational goals and budget parameters.
- **Labor Relations & Collective Bargaining:** Manage all aspects of union relations, including collective bargaining negotiations. Ensure consistent interpretation and adherence to the terms of the governing collective bargaining agreement while fostering constructive labor-management relationships that minimize risk to the organization.
- **Safety & Wellness:** Oversee workplace safety programs that promote a safe and healthy work environment and ensure compliance with applicable OSHA safety regulations and standards.
- **External Partnerships:** Collaborate as needed with external consultants and partners such as legal counsel, benefits brokers, and/or specialized training providers to support specific HR needs.

QUALIFICATIONS

Education & Experience

- Minimum of 8 - 12 years of progressive HR experience with a strong focus on employee relations and HR administration, including at least 3 years in a leadership or managerial level role.
- High level of integrity and discretion in handling sensitive and confidential information.
- Compassionate and empathetic approach to employee issues with the ability to work independently and manage multiple priorities in a fast-paced environment.
- Bachelor's degree in Human Resources, Business Administration, or a related field preferred. A Master's degree or HR certification (e.g., SHRM-CP, SHRM-SCP, PHR, SPHR) is a plus.

Skills & Competencies

- Solutions oriented and forward-thinking, with the ability to see the bigger picture, anticipate precedential impacts, and understand the broader context to effectively identify issues and craft scalable solutions.
- Skilled at effectively challenging and inspiring others to embrace vision and strategies. An approachable and trusted confidant, able to encourage confidence to receive "unfiltered truth" about potential problems at all levels.
- Excellent interpersonal and negotiation skills with a strong understanding of federal, state, and local employment laws.

- Strong problem-solving and conflict-resolution abilities paired with meticulous organizational skills, attention to detail, and the capacity to manage multiple priorities under tight deadlines.
- Proficiency with HRIS (Human Resources Information Systems) and Microsoft Office Suite.
- Excellent written and verbal communication skills, with the ability to concisely and accurately present information to employees and senior leadership.
- High degree of integrity and discretion in handling sensitive and confidential information.

Mission Alignment

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

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

Work is generally performed in a standard office environment with periodic on-site visits/work in the field. Ability to operate office equipment, printers and related software. No heavy lifting required.

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:** \$140,000 - \$160,000
- **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!