

GREEN-WOOD

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 composed of 123 staff members (~70 union and ~60 non-union) 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

MUST HAVE

Experience & Education

- 6 –10 years of progressive human resources experience, with significant expertise in employee relations, HR administration, and compliance.
- At least 3 years in a leadership or management role overseeing HR functions and staff.

- Bachelor's degree in Human Resources, Business Administration, or a related field, or equivalent professional experience.

Skills & Competencies

- Deep knowledge of federal, state, and local employment laws and HR best practices.
- Strong employee relations, conflict resolution, and problem-solving skills, with the ability to navigate sensitive workplace matters with empathy and sound judgment.
- High degree of integrity, discretion, and professionalism in handling confidential information.
- Excellent interpersonal, written, and verbal communication skills, including the ability to clearly present information to employees and institutional leadership.
- Strong organizational skills, attention to detail, and the ability to manage multiple priorities in a fast-paced environment.
- Proficiency in HRIS platforms and Microsoft Office Suite.
- Strategic and solutions-oriented thinker, able to assess broader organizational implications and implement scalable solutions.
- Ability to build trust, influence stakeholders, and serve as a credible advisor across all levels of an organization.

Mission Alignment

- Commitment to Green-Wood Cemetery'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.

NICE TO HAVE

- Master's degree in Human Resources, Organizational Development, or a related field.
- Professional HR certification such as Society for Human Resource Management-CP/SHRM-SCP or HR Certification Institute PHR/SPHR.
- Experience in nonprofit, cultural institution, or mission-driven organizational settings.
- Demonstrated experience supporting institutional sustainability, stewardship, and public service-oriented initiatives.
- A compassionate, service-minded approach to leadership and workplace culture development.

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!

To apply, email your resume and cover letter to HRDirectorSearch@green-wood.com

Email subject line: Human Resources Director: [Your Last Name]