



POSITION DESCRIPTION:

Director of Human Resources

Friends of the High Line (FHL) is the NYC Department of Parks & Recreation's non-profit partner working to ensure the park on the High Line is maintained as an extraordinary public place for all New Yorkers and visitors to enjoy. In addition to overseeing the maintenance, operations, and public programming for the High Line, Friends of the High Line raises nearly all of the High Line's annual operating budget and is currently working to raise the essential private funding to help complete the High Line's construction and create an endowment for its future operations.

Reporting to the Vice President, Administration & Strategic Projects, the Director of Human Resources provides leadership, direction, advice, influence and ownership for all Human Resources (HR) functions and processes, including talent recruitment, training and development, performance management, compensation and benefits, diversity, employee engagement, policy development and compliance, and organizational culture. Friends of the High Line has a year-round, full-time staff of 65+ (150+ including seasonal, part-time staff), covering administrative, program, operations, and youth staff teams. The Director of Human Resources directly manages the Human Resources Coordinator as well as strategic relationships with third party vendors and service providers.

As FHL's first Director of Human Resources, this position presents the opportunity to join a high functioning, highly collaborative, creative, and nimble organization to build a Human Resources program that is at a commensurate level of excellence and innovation as the visionary, passionate, and motivated employees which it is meant to support.

Responsibilities Include

Strategy & Culture

- Work closely with the executive team to develop and execute human capital strategies and processes that support employees and advance organizational objectives
- Develop and implement initiatives to enhance organizational culture, ensuring staff comprehension of, and alignment with, FHL's mission and values
- Promote effective and efficient management through HR programs and consultations with department managers
- Coordinate staff team-building events and programs

Policy & Procedure Development

- Guide management and employee actions by researching, developing, writing, and updating policies, procedures, and guidelines
- Lead and continuously improve HR processes, including employee communications, payroll, HR information systems, HR metrics and reporting

Talent Management

- Work with department heads to create and maintain job descriptions
- Oversee the recruitment, on-boarding, orientation, off-boarding, and promotion processes
- Identify and promote professional development activities, including in-house and off-site training programs
- Oversee the annual employee performance evaluation process; improve employee evaluation, feedback and development tools and systems
- Handle conflict resolution and employee relations
- Participate in disciplinary and termination meetings

Compensation & Benefits

- Participate in the design and management of competitive compensation and staff planning strategies for all levels of employees, ensuring that these programs enhance FHL's ability to attract and retain a skilled, diverse, and effective workforce
- Oversee compensation structure, negotiate employee compensation increases
- Research, negotiate, and administer employee benefits

Legal & Compliance

- Comply with federal, state, and local legal requirements, enforce adherence to requirements, advise management on needed actions
- Conduct internal investigations and serve as liaison with legal counsel
- Keep abreast of industry knowledge by participating in conferences and educational opportunities, reading professional publications, maintaining professional networks, and participating in professional organizations

Qualifications/Attributes

Experience

Successful candidates will have a bachelor's degree, at least 4 years of HR experience at the senior management level, demonstrated ability to lead and support change throughout an organization, experience coaching and counseling management and employees, a high level of computer and Internet literacy, including experience with Word, Excel, and Outlook. Prior non-profit experience preferred.

Skills & Attributes

A creative and strategic mindset with the ability to translate into tactical action plans, ability to interact with staff at all levels, familiarity with federal, state, and local employment laws and regulations, excellent oral and written communication skills, excellent management, organization, and communications skills, proven leadership ability, excellence in judgment and problem solving, passion, commitment, confidence, confidentiality, self-motivation, sense of humor, and the ability to thrive in a fast-paced environment.

To Apply

Please submit a cover letter and resume to: jobs@thehighline.org. Only those whose applications are being considered will be contacted. No phone calls please.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.