



Position Title: HR Director

Supervision: None: This position supervises 5-8 employees

Organization Description:

The Golden Gate National Parks Conservancy is the nonprofit partner of the National Park Service managing the Golden Gate National Recreation Area — 84,000 acres of national parkland spanning the San Francisco Bay Area, including Muir Woods, Ocean Beach, Crissy Field, and Alcatraz Island. The Parks Conservancy is a membership organization created to preserve the Golden Gate National Parks, enhance the experiences of park visitors, and build a community dedicated to conserving the parks for the future.

With our local and federal partners, the Parks Conservancy is committed to the work of supporting Bay Area national parks as places where we can further racial and social justice for our community and climate resilience for these protected lands.

Your team and position description

Our Human Resources team supports approximately 300 employees across different work sites (office, home-based, field, warehouse, retail, etc.) throughout the San Francisco Bay Area. This role is responsible for initiating and streamlining systems and processes that support HR organizational objectives. The HR Director leads, manages and supports the HR team in administering all HR functions and in supporting alignment of all HR processes and procedures with the Parks Conservancy values of **Community Care, Creating Belonging, Learning and Growth and Working with Purpose**.

A key member of the People and Culture Leadership team, the Human Resources Director serves as a thought partner in establishing the people and culture strategy for the Parks Conservancy.

The HR Director is responsible for establishing HR as a supportive and responsive partner and resource for the organization. The HR Director will proactively plan, articulate, and help departmental staff to execute the Parks Conservancy's staff talent strategy, accounting for a variety of roles, work environments, schedules and responsibilities. In partnership with other team members, the HR Director will implement comprehensive HR systems and interdepartmental activities that embrace organizational values and advance equity and inclusion.

Your Responsibilities:

- Lead, develop, organize, direct, and evaluate the HR team in a way that models organizational values and builds an environment of learning and growth advancing equity and inclusive practices
- Direct transparent and adaptive strategies for talent management including staff recruitment, onboarding, retention, promotion, and succession. Spearhead compensation strategies, develop and refine employee performance systems and provide HR guidance.



- Plan and implement onboarding, leadership, coaching, conflict resolution and cultural competency training programs to enhance employee engagement and retention
- Assist leadership with the design of a compensation and benefits strategy. Implement related programs aligned with that strategy
- Collaborate with the DEI Director to implement comprehensive HR systems and interdepartmental activities that embrace organizational values and advance equity and inclusion

The duties and responsibilities described are not a comprehensive list.

Your Education and/or Experience:

- 4+ years of HR related experience
- Degree in HR, Business, or related field or equivalent professional experience
- Technical: Must have experience working in an HRIS or other complex database system; prior experience with ADP is a plus; MS Office; Excel or other spreadsheet application
- Knowledge of HR planning, workplace diversity, organizational design and effectiveness, compensation, benefits, training, personnel policy, HRIS, professional and staff development and training, performance management, related laws and regulations and all aspects of talent management
- Experience in modeling and coaching principles and practices of leadership, management, supervision, change management, conflict resolution and group dynamics in an organization
- Experience in a managerial role or leading a team or department

Salary and Benefits:

- The salary range is 130,000 to \$150,000
- Ability to work from beautiful locations such as Alcatraz, Muir Woods, Golden Gate Bridge, Lands End, Crissy Field, Presidio, and other outdoor worksites
- Competitive suite of medical, dental, and vision plans
- Up to 3 weeks paid vacation; holiday, personal, and sick days
- 403(b) retirement plan
- Employee Assistance Program
- Employer-match Commuter Program
- Employee discounts, and more!