

## Position Opening: Director of People Operations

Riverside Park Conservancy seeks a highly motivated Director of People Operations to lead the organization's Human Resources and Diversity, Equity & Inclusion efforts. This is a full-time position based in New York City.

### Background

Riverside Park Conservancy works in partnership with the City of New York to restore, maintain and improve Riverside Park – across six miles, and five parks – running along the Hudson River in Manhattan from 59<sup>th</sup> Street to 181<sup>st</sup> Street. Over thirty-five years, the Conservancy has transformed Riverside Park from a state of neglect to a welcoming oasis.

The Conservancy has seen exponential growth over the past decade. In 2009, the organization had only three full time staff in the Park, and today, it has an \$11 million budget and over 60 paid staff positions. It has expanded to serve not only Riverside Park, but also Riverside Park South, West Harlem Piers Park, Sakura Park, and Fort Washington Park up to the George Washington Bridge.

The Conservancy leverages public and private funding to deliver high-profile capital improvements to the Park, including restoring the Field House at 102nd Street, replacing staircases and pathways, and renovating playgrounds. It runs a state-of-the-art Zone Gardener program, which now includes 24 horticulturalists who are reshaping entire sections of the Park. The Conservancy produces over 250 free public events every year, and stewards nearly 40,000 hours of annual volunteer time from both individuals and groups. Its summer sports camp now serves more than 1,600 children from diverse communities along the length of the Park and beyond. More information can be found at <https://riversideparknyc.org/>.

### Position Summary:

The Director of People Operations at Riverside Park Conservancy is an exciting opportunity to make an impact at a mission-driven organization with a rapidly growing staff of talented and passionate professionals. A newly created role, reflective of the organization's continuing expansion, this position will be responsible for developing and supporting the Conservancy's most important resource: its people.

As a key member of the leadership team, the Director of People Operations will be charged with implementing a holistic approach to every step of the employee experience – from strategic planning to recruitment of new and diverse talent, people and team development, employee relations, benefits, compensation, and compliance. They will partner with the leadership team to advance DEI principles, approaches and initiatives throughout the organization. Key responsibilities:

- Work with RPC's President and leadership team to support a people-centered workplace culture that is welcoming, energizing, and empowering to employees of all identities, communities, and experiences.
- Design and oversee a system that supports employees throughout an inclusive and equitable employee life-cycle, from hiring and onboarding to offboarding and other transitions.
- Collaborate with the leadership team on developing a culture of learning, continuous feedback and career progression by creating experiences that engage employees and teams at all levels, including planning and executing regular staff development events and supporting the creation of staff task forces and affinity groups.
- Help design and administer RPC's compensation, benefits and related policies, procedures and reporting requirements. Ensure that these programs are aligned

with RPC's goals, budget considerations, market competition and employee priorities.

- Oversee and mentor staff, consultants and vendors responsible for payroll and all HR administrative functions; work closely with the Director of Finance & Administration to streamline and implement best practices across all departments.

The Director of People Operations will lead our efforts as we continue to build an employee-oriented, inclusive, equitable and high-performance culture. They will contribute at both a hands-on and strategic level and will serve as an HR subject matter expert and resource for both managers and front-line staff as the organization plans its next phase of growth.

**Qualifications:**

- Bachelor's degree or higher; HR certification preferred.
- Minimum 7 years of human resource management experience.
- Demonstrated team-building skills, supervisory and leadership experience.
- Ability to form strong relationships of trust within all levels of an organization.
- Excellent verbal and written communication skills.
- Highly motivated and organized, including the ability to set priorities, meet deadlines, and manage multiple projects simultaneously.
- Passionate about problem-solving and applying technological solutions where appropriate.
- Familiarity with employment law, compliance and regulatory standards governing the workplace.
- Flexible work style to meet the demands of a hybrid office environment with a large number of field staff who work full-time in the Park.
- Commitment to and enthusiasm for Riverside Park Conservancy, its mission and its future.

**Physical Requirements and Working Conditions:**

- Hybrid work environment – flexible office/remote schedule
- Will require some evening and weekend work
- Local travel within NYC for meetings and special event attendance
- All new hires must be vaccinated against the COVID-19 virus unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment with the Conservancy, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the Conservancy.

**Salary Range:** \$95,000-\$105,000

**Benefits:** We offer a competitive compensation package, which includes medical, dental, vision, and disability insurance, 401(k), commuter benefits, flexible spending, and generous paid leave.

**To apply:** Please submit your resume along with a cover letter, detailing your interest in and fit for the position to [jobs@riversideparknyc.org](mailto:jobs@riversideparknyc.org). Include "Director of People Operations" in the subject line.

*Riverside Park Conservancy is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and employees without regard to race, color, religion, sex, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by federal, state or local laws.*