

# GRAND TRAVERSE REGIONAL LAND CONSERVANCY

**Position Title:** Director of People and Culture

**Date Created:** April 1, 2023

**Reports To:** Executive Director

**Position Status:** Exempt; Full-time; Permanent; Includes Benefits

**Salary Range:** \$81,222 - \$113,713

## **POSITION OBJECTIVE:**

Understanding that human resources include paid and non-paid positions, the Director of People and Culture is responsible for ensuring that great talent is drawn to and stays with the Conservancy and that the satisfaction rating of paid staff and volunteers is high.

## **JOB SUMMARY:**

Reporting to the Executive Director, the DoPC will ensure that the organizational culture provides flexibility, encouragement, mutual respect, strong communication, and teamwork in an environment where everyone feels respected and valued. This new position will be responsible for the overall administration, coordination, and operation of the Volunteer Program and Human Resource functions that support the success of the organization and its strategic objectives. This position will also be involved in strategic planning and internal initiatives, including creating and implementing organizational strategies, staffing plans, policies, and practices.

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Create and maintain processes that result in attracting, onboarding, and retaining the right talent across the organization
- Develop strategies to identify talent; establish and conduct recruitment and hiring process for all employees and interns, from collaborating with managers on crafting job descriptions through extending job offers
- Continually ensure that staff, interns, and volunteer colleagues are well-placed and well-positioned for success
- Facilitate communication between and among volunteers and staff
- Ensure that compensation systems reward desired outcomes, behaviors, and core values
- Ensure that learning and development opportunities have a real organizational and personal impact
- Lead change management initiatives in conjunction with the Management Team and help to define desired end results
- Inspire staff and volunteers with our mission, vision, values, and direction and aid everyone in sharing our goals with others
- In collaboration with the Management Team, maintain and update a leadership succession plan and proactively identify new leaders
- Provide performance management guidance to supervisors, and support them in carrying out their responsibilities on personnel matters including ongoing feedback, documentation of performance issues, annual performance evaluations, and performance improvement plans
- Pursue opportunities to qualify and apply for the Land Trust Alliance's Scholars for Conservation Leadership Program and other similar fellowship and internship opportunities
- Manage and conduct offboarding of staff, including exit interviews; analyze data and make recommendations to the Management Team for corrective action and continuous improvement
- Maintain knowledge of industry trends and best practices in workplace development and change management
- Recruit and meet with new/potential volunteers to discuss their inclination to support our work and follow up to match skills and interests to organizational needs
- Track and maintain volunteer records in our database for ease of reporting and key performance metric tracking
- Inspire a culture of volunteerism and volunteer appreciation in the community
- Maintain employee and volunteer handbooks and manuals
- Ensure compliance with all relevant human resource regulations

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**SUPERVISORY RESPONSIBILITIES:** This position supervises the full-time position(s) of Volunteer Coordinator, volunteers, and occasionally, other part-time employees, contractors, and interns.

**FINANCIAL RESPONSIBILITIES:** Oversight of department budget.

**MANAGEMENT TEAM RESPONSIBILITIES:** The Grand Traverse Regional Land Conservancy operates with a very collaborative management style. The purpose of the GTRLC Management Team is to provide a forum for Department Directors and the Executive Director.

- Consider issues, opportunities, and strategies that impact the organization; discuss and recommend solutions for the final approval of the Executive Director;
- Communicate and collaborate on administrative matters impacting multiple areas of the organization, such as policy changes, budgeting, and personnel matters;
- Consider new project and program proposals, significant changes to existing projects or programs, and grant initiatives, determining appropriate organizational capacity and connection to strategic plan goals;
- Inform other staff members of issues that will impact their work and provide opportunities to discuss, explain, and gather ideas;
- Review progress on the strategic plan and staff work plan; recommend changes or updates as necessary

**EDUCATION AND EXPERIENCE:** Bachelor's degree required. Work experience preferably in non-profit volunteer management, human resources, public relations, or a related field.

## **KNOWLEDGE/SKILLS REQUIRED:**

- Excellent interpersonal and communication skills
- Successful experience in managing and directing multiple projects and developing strategies
- Successful experience in managing nonprofit human resource and/or volunteer programs
- Strong organizational skills and attention to detail
- Solid knowledge of Google Workspace, along with the ability to navigate and use the internet
- Experience using Salesforce or CRM software or highly comfortable learning Salesforce
- Ability to develop tone, message, and narrative content for materials, including volunteer thank you letters and business sponsorship proposals

## **COMPLEXITY/PROBLEM SOLVING:**

- Ability to design and implement multiple projects, set and meet deadlines
- Ability to independently analyze and use sound judgment to identify and solve problems
- Interpret guidelines and analyze information to achieve desired results
- Ability to bring the creative ideas of others and self to market, projecting potential outcomes
- Ability to experiment and find creative solutions

## **DISCRETION/LATITUDE/DECISION-MAKING:**

- Ability to act independently
- Ability to maintain confidentiality
- Ability to make good decisions based on analysis, wisdom, experience, and judgment

## **COMMUNICATIONS/INTERPERSONAL CONTACTS:**

- Strong communication and presentation skills; ability to convey the mission of GTRLC to diverse groups
- Ability to work with and communicate with a wide range of people
- Ability to write, edit & proofread written materials for use with constituent communications

## **GRAND TRAVERSE REGIONAL LAND CONSERVANCY**

### **WORKING CONDITIONS/PHYSICAL EFFORT:**

- While primarily working inside the Conservation Center, work may include periodic physical exertion, including hiking properties and participating in volunteer workday activities

### **Time spent performing tasks:**

Program and Process Development and Maintenance - 20%

Volunteer Program – 40%

Human Resources - 30%

Other duties – 10%

**A background check is required for this position.**