



JOB TITLE: Director of Human Resources

JOB TYPE: .75 FTE (30-32 hours/week), with plans to be full-time in 6-12 months

SUPERVISOR: COO

DIRECT REPORTS: Operations Manager (shared)

GENERAL DESCRIPTION:

Row New York (www.rownewyork.org) is a unique non-profit organization which transforms the lives of New Yorkers, regardless of ability or background, through the discipline of rowing combined with comprehensive academic support. Our student-athlete population reflects enormous ethnic and racial diversity, as well as the mutually beneficial integration of teens from varying socioeconomic backgrounds. Our free and low-cost programs serve over 2,000 young people annually, empowering them to build strength, gain confidence, and pursue excellence through intensive rowing and academic programming. We also offer para-rowing for youth and adults with disabilities, summer camps, fitness classes, adult rowing instruction from introductory to competitive levels, and corporate team-building workshops. Currently, we row out of three boathouses: the Peter Jay Sharp Boathouse on the Harlem River in upper Manhattan, the World's Fair Boathouse on Meadow Lake in Flushing Meadows Corona Park, Queens, and Paerdegat Basin in the Canarsie section of Brooklyn. Our main office is located in Midtown Manhattan. Please note: This position will be based in our Midtown office.

POSITION SUMMARY:

This position will oversee the organization's Human Resources function, including the planning and development of Human Resources initiatives, diagnosing critical areas for attention, and implementing decisive, clear strategies that anticipate and address problems with effective solutions.

MAIN RESPONSIBILITIES:

- Develop the internal structures and systems to support our employees; recommend and implement efficiencies in all HR processes; evaluate, execute, measure, monitor and control business processes; work to ensure that business process outcomes are in harmony with the organization's strategic goals
- Develop and oversee a comprehensive organizational onboarding strategy, ensuring that new employees are properly and consistently introduced to the culture, values, norms, and expectations of the organization and receive appropriate trainings
- Oversee performance management and staff surveys, work with management on local and organizational responses to employee concerns
- Work directly with department managers to assist them in carrying out their responsibilities on personnel matters.
- Provide conflict resolution, mediation and facilitation upon request; conduct workplace investigations and act as a resource regarding disciplinary matters as needed.
- Maintain knowledge of industry trends and employment legislation and ensures organization's compliance. Maintain responsibility for organization's compliance with federal, state and local legislation pertaining to all personnel matters.
- Coordinate or conduct exit interviews to determine reasons behind separations.
- Work with TriNet to oversee the administration and clear communication of employee benefits and policy changes to employees.
- Update all employee handbooks and HR related procedures
- Oversee the management of HR information systems and technologies; create and maintain

- metrics related to staffing and data resources
- Assist COO in the annual review, preparation and administration of the organization's compensation program, assessing competitiveness by researching compensation and benefits comparisons and ensuring the program aligns with organizational goals
- Devise recruitment strategy and hiring guidelines to further reflect the organization's commitment to increasing diversity, equity and inclusion throughout the organization; oversee high volume recruitment processes
- Ensure the organization's commitment to professional development continues. Develop comprehensive and appropriate training programs for staff that are timely and relevant
- Oversee worker's compensation, disability, and unemployment claims processes; administer leaves of absence

QUALIFICATIONS:

- Minimum of a Bachelor's Degree; professional human resources certification preferred
- At least 5-10 years of relevant, progressive experience in human resources with administrative and supervisory experience, preferably in a non-profit.
- Commitment to the mission of RNY and the spirit of sports based youth development
- A high level of professional and proven Human Resources experience, an acumen for human resources leadership, and the demonstrated ability to lead and manage this area for a complex organization
- The desire to work in an environment that is mission based, values transparency and has a strong commitment to diversity and inclusion
- Familiarity with compensation and benefits administration
- The proven ability to understand, analyze and interpret complex challenges
- The ability to understand and balance a complex array of team member needs
- The ability to manage change, with a thorough, detailed and wide-ranging perspective on the impacts of these changes on the culture and community
- The ability to provide stability and inspire confidence when faced with important and quickly-changing circumstances, including through analyzing and evaluating various scenarios from a budgetary perspective
- A sense of humor, tolerance for change, and a demonstrated ability to create a positive culture and sense of empowerment for staff

COMPENSATION AND BENEFITS:

Row New York is committed to creating a culture that is supportive of learning, growth, and staff development. Our investment in staff includes a competitive salary commensurate with experience, 401(k) plan, health, dental, life insurance, and generous paid time off and holidays.

TO APPLY:

Submit cover letter, resume, and references to careers@rownewyork.org with "Director of Human Resources" in subject line. Only applicants asked to interview will be contacted. No phone calls, please.

Row New York is firmly committed to affirmative action and strongly encourages people of color, women, LGBTQ, veteran, elderly and differently-abled candidates to apply. No rowing experience is necessary. We appreciate all applicants, but please be advised that our capacity allows us to only respond to those best qualified for the position.

