

THE TRUST FOR GOVERNORS ISLAND

HUMAN RESOURCES MANAGER

Department: Human Resources

FT/PT: Full-Time

Job Status: Exempt

Reports to: General Counsel

KEY RESPONSIBILITIES

The Human Resources Manager oversees all HR functions for the Trust's expanding team, currently 43 people in a range of exempt and non-exempt positions working in office and field-based roles. The Manager will shape HR protocols for the organization along with The Trust's Professional Employer Organization ("PEO"). As the sole HR professional reporting to the General Counsel, this position manages the day-to-day operations, administration, and coordination of the human resource function for Governors Island. This is a generalist position requiring expertise in HR practices, procedures, policies and benefits as well as excellent judgment, communications and people management skills.

Specifically, the Human Resources Manager will be responsible for:

- Leading the HR function for a growing organization with a wide range of job titles.
- Supporting the development and training of staff, developing best practices for the organization and expanding employee knowledge.
- Collaborating with department heads to write/update job descriptions and conduct recruitment and hiring for all personnel.
- Overseeing employee onboarding, orientation, training, and offboarding processes.
- Developing and maintaining human resources plans and procedures, updating employee handbook as necessary.
- Verifying compliance with all applicable local, state and federal employment laws.
- Overseeing benefits administration, working closely with our PEO to coordinate HR benefits and issues.
- Creating and partnering with the President, senior team and DEI Council on diversity, equity and inclusion initiatives; defining and implementing related actions organization-wide
- Administering collective bargaining agreements, from negotiations through managing the contract, interpreting contract language, processing grievances and supporting administrators in managing any collective bargaining agreements, for the purpose of assuring high quality staff.
- Updating and maintaining HR records.
- Addressing employee relations issues by providing guidance and coaching to the team, resolving conflicts in a fair and timely manner.

- Leading the annual employee review process with the senior team.
- Working directly with the President and senior team on Trust-wide strategic HR initiatives.
- Planning and executing organization-wide teambuilding initiatives.
- Working on special projects and office administration as needed.

QUALIFICATIONS

Education:

- Bachelor's degree; SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) required.

Required Experience:

- Minimum of five to seven years of progressive HR experience.
- Experience with a diverse group of employment types – both office and field-based employees.
- Experience in CBA negotiation or administration preferred.
- Experience in employee relations, labor relations, benefits management, performance management, compensation and other HR related fields
- Experience with designing and implementing diversity, equity and inclusion initiatives in an HR function

Required Skills, Knowledge and Abilities:

- Strong knowledge of local, state and federal labor laws
- A systems-thinker with demonstrated ability to develop processes from scratch
- Ability to deal effectively and discretely with people with diverse backgrounds and personalities
- Strong written, verbal communication, and presentation skills

TO APPLY

Please send a cover letter and resume as a single PDF document to jobs@govisland.org with "HR Manager" in the subject line. No phone calls please. The Trust for Governors Island does not discriminate on the basis of race, color, religion, sex (including gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service or other non-merit factor.

ABOUT THE TRUST FOR GOVERNORS ISLAND

The Trust for Governors Island (The Trust) is a nonprofit corporation created by the City of New York. It is responsible for the redevelopment and operation of 150 acres of Governors Island. The Trust's mission is to transform Governors Island into a vibrant resource for New York City, making this Island at the center of New York Harbor a destination with extraordinary public open space, as well as educational, not-for-profit and commercial facilities. For more information, visit www.govisland.org