



Director of People and Culture Job Announcement

Classification and Time: Full-time, Exempt

Salary: \$100,000 - \$110,000 DOE

Benefits: 100% Employer-paid health, dental and vision per FUF Employee Handbook

Reports to: Executive Director

Date Posted: June 2023

ABOUT FRIENDS OF THE URBAN FOREST

Since 1981, Friends of the Urban Forest, a premier San Francisco environmental nonprofit, has brought together communities throughout the city to plant more than 60,000 trees — half of San Francisco’s street tree canopy. Friends of the Urban Forest has a long history of integrating urban greening with civic engagement as a way to increase community health and resilience, combat the effects of the climate crisis, and promote environmental equity and social justice. Friends of the Urban Forest recognizes San Francisco’s many communities and cultures and the diverse ways in which they connect with our urban forest. We also connect San Franciscans to nature and to each other.

This position at Friends of the Urban Forest would give you the exciting opportunity to be part of a growing and dynamic professional organization that has been creating a greener San Francisco for over 40 years.

POSITION SUMMARY

Friends of the Urban Forest is seeking a passionate, dynamic, and experienced individual to serve as our first Director of People and Culture. This position will help implement a new, three-year strategic plan while leading the effort to foster our values of environmental justice, equity, and inclusion across the organization. The Director of People and Culture will also support the recruitment and hiring processes as well as oversee the routine functions of HR including compensation and benefits administration, employee engagement and retention, and personnel policies and procedures. A key member of the organizational leadership team, this position reports to the Executive Director.

The ideal candidate has a passion for Friend of the Urban Forest’s [mission](#) and is in alignment with our [values](#) and they will be able to take pride in seeing the direct impact of their work on the streets of San Francisco daily.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Responsibilities include:

- Lead the effort to foster Friends of the Urban Forest’s values of environmental justice, equity, and inclusion across the organization

- Champion an organizational culture of support and continuous growth
- Develop and implement employee hiring, onboarding, and evaluation policies and procedures to ensure uniform employee experience across teams
- Support the recruitment process including interviewing and facilitating the hiring of qualified applicants for open positions. Collaborate with hiring managers to understand the skills and competencies required for openings and to develop job descriptions
- Recommend practices and policies that foster the retention and career progress of staff
- Manage all aspects of employee payroll, onboard new hires in the payroll system, and report hours and salaries for Workers Compensation Insurance audits
- Transmit bi-monthly payroll contributions to the 403(b) Retirement Fund and manage its compliance testing and annual reporting. Implement the employer matching component
- Manage all employee benefits including onboarding and offboarding; liaison with Benefits Administrators
- Maintain personnel files
- Manage employee offboarding and conduct exit interviews
- Respond to personnel issues and assist employees requiring leaves of absences, requests for accommodations, etc.
- Lead performance evaluation efforts and track employee progress and reviews
- Serve as primary liaison with legal counsel for employment issues
- Attend and participate in employee disciplinary meetings and terminations, and investigate and document workplace complaints
- Monitor and ensure compliance with city, city contractor, state and federal laws and ordinances impacting operations and the workplace
- Develop and update personnel policies and forms, and monitor compliance with the Employee Handbook
- Assist with or file workers compensation claims; monitor claims statuses
- Respond to and ensure compliance with state wage audits, unemployment insurance claims and withholding orders
- Assist with employee incident reporting to insurers
- Ensure compliance with employee mandated trainings
- Request and place insurance certificates and motor vehicle reports

Supervision

- This position will lead our people and operations team, directly supervising two full-time, manager-level staff

Qualifications and Experience:

- At least five years of leadership experience in human resources and organizational culture management is required
- Unquestionable personal integrity, fairness, and credibility necessary to gain the trust and commitment of individuals at all levels of the organization
- Demonstrated experience with Paychex or other payroll processing platforms strongly preferred
- A thorough understanding of state and local laws as they relate to personnel and knowledge of human resources policies and systems
- Exceptional attention to detail and strong written, analytical, and verbal communication skills
- Experience, comfort, and skill in communicating with diverse audiences
- Ability to work in our office in the Presidio of San Francisco at least three days a week
- Strong technology and systems skills particularly with Google Suite, Microsoft Suite, Salesforce or other CRM databases

- A courteous and helpful attitude on the job, and a willingness and ability to be responsive to colleagues, volunteers, the general public and board members
- Ability to take initiative and solve problems creatively
- A highly dependable and punctual team player with humility, humor, flexibility and self-direction
- A passion for urban sustainability and a commitment to Friends of the Urban Forest's mission and values
- A high level of emotional intelligence and a solutions-oriented approach to interpersonal disagreements

Competitive Compensation and Benefits

The Director of People and Culture position is full-time, exempt with an annual salary of \$100,000 - \$110,000 DOE. Friends of the Urban Forest offers a competitive benefits package that includes 100% employer-covered medical, dental, vision, life, and AD&D insurance for employees and 50% for dependents (up to a certain limit). We offer a 403(b) Retirement Plan, a generous paid leave policy that includes 13 holidays each year and vacation starting at 12 days and increasing with additional years of employment, funds for professional development opportunities and stipends for remote work.

Equal Employment Opportunity

Friends of the Urban Forest is dedicated to gender and race equity and inclusion. As an equal opportunity employer, Friends of the Urban Forest does not discriminate against any applicant or employee on the basis of any status or characteristic protected by applicable laws or ordinances. Pursuant to the San Francisco Fair Chance Ordinance, we will consider qualified applicants with arrest and conviction records.

Flexible and Safe Work Environment

The position currently operates in a hybrid model with approximately 75% time working in the office located in the Presidio of San Francisco and 25% time working remotely.

Friends of the Urban Forest is committed to maintaining a safe and healthy environment for all employees. In an effort to avoid serious health and safety risks and significant disruption to our work, we have taken measures to protect against the spread of COVID-19 including a mandatory vaccination policy. New hires will be asked to provide proof of vaccination on the first day of employment.

The noise level in the work environment is usually moderate. Office workspaces are often shared and employees should not have any expectation that they can be assigned a dedicated workspace.

HOW TO APPLY

Black, Indigenous, and People of Color are strongly encouraged to apply, and so are candidates dedicated to anti-racism, gender inclusivity and inclusion.

If you're interested and qualified, please email a cover letter with your resume as pdfs to: humanresources@fuf.net.