

### **Position Summary**

The Human Resources (HR) Director is responsible for overseeing and managing NESS's HR program and staff at all NESS locations. The HR Director is an integral member of NESS's Leadership Team and serves on the HR committee, elevating and enhancing the organization's short and long-term HR strategies while emphasizing NESS's core values, employee value proposition, and culture. This individual will continue to develop the HR functional capabilities for NESS by advancing human resource plans and strategies to support NESS's growth and evolution.

The HR Director is responsible for HR Strategy, overall employee experience, the wage and benefit program administration, HR program management, and regulatory compliance. This exempt, year-round position reports to the President & CEO.

### **Duties and responsibilities**

#### **Human Resources Strategy**

- Work with HR Committee to continually align NESS's practices with long term strategy.
- Serve on the HR Committee (working closely with the chair), and as a strategic partner to the leadership team, develop strategic HR plans, and execute on annual objectives aligning with the NESS strategy and overall business direction.
- Reinforce NESS Core Values, and employee value proposition in collaboration with management to increase employee engagement; measure employee engagement bi-annually.
- Ensure organizational alignment and talent needs are satisfied.
- Evaluate and recommend improvements to HR program to the HR Committee on an ongoing basis.

#### **Recruitment, Hiring, Onboarding, Evaluation**

- Oversee the talent management process as defined by the HR Committee, to ensure that high-quality talent is attracted, developed, and available to all areas of the organization.
- Enhance onboarding practices for new employees and internal transfers.
- Ensure an effective performance review process is implemented annually that provides meaningful feedback to employees and supports talent management process.
- Oversee the enterprise-wide compensation and benefits strategy, policies, plans, and practices.
- Regularly evaluate NESS's job and salary grading system, utilizing internal and external resources to ensure efficacy and fairness.

#### **HR Program Management**

- Oversee NESS's day-to-day HR activities.
- Counsel supervisors and employees on HR issues and relevant performance problems.
- Serve on crisis management team to discuss HR implications.
- Manage employee relations, including internal communications, to provide accurate, timely, and relevant information to all staff, fostering teamwork and ownership of mission, core values, and employee value proposition.
- Ensure compliance with federal, state, local, and other relevant employment laws.
- Manage all relevant audits.

#### **Safety Management**

- Foster NESS's strong culture of safety throughout the organization.
- Represent HR on the Safety and Security Committee.
- Oversee NESS's compliance with CT Department of Public Health day camp regulations.

- Oversee NESS's DER program and compliance with USCG and American Maritime Safety guidelines.

### **Minimum Requirements**

- **Education/Certifications**
  - Bachelor's degree required
  - PHR/SPHR/SHRM-CP/SHRM-SCP certification, preferred
  - Criminal history check
- **Skills/Knowledge/Experience**
  - Minimum 3 years' experience in human resources management
  - Proven experience in leadership and management
  - Knowledge of federal, state, and local employment laws and regulations
  - Ability to objectively coach team members and management through complex, difficult, and emotional issues utilizing judgement and discretion
  - Proven interpersonal, oral, and written communication skills with a focus on providing excellent customer service both internally and externally
  - Excellent computer skills (Word, Excel, PowerPoint)
  - Highly organized, detail-oriented with a penchant for accuracy

### **Compensation**

- Compensation commensurate with experience and includes comprehensive benefits package.

### **NESS is an Affirmative Action/Equal Opportunity Employer**

#### **About NESS**

New England Science & Sailing Foundation, Inc. (NESS), is a nonprofit 501(c)(3) ocean adventure education organization that engages students in experiential learning to build confidence, teamwork, and leadership skills. Marine sciences, adventure sports, powerboating, and sailing are platforms for inquiry-based learning, personal discovery, teaching respect and responsibility for the sea, and creating connections with the community. NESS operates year-round with families, schools, and organizations to provide high-quality programs that blend an innovative curriculum with exciting ocean adventure activities. For more information, visit [www.nessf.org](http://www.nessf.org)