



## SHORERIVERS SEEKS DEPUTY DIRECTOR OF HR & CULTURE

ShoreRivers seeks a Deputy Director of HR & Culture to ensure a talented, well-supported team operates with high impact, integrity, and accountability in a collaborative and inclusive work culture. In this newly-created leadership position the Deputy Director of HR & Culture will facilitate organizational growth, sustainability, and effectiveness. The ideal candidate will have personal qualities of empathy, integrity, and optimism, along with excellent strategic thinking and communication skills. This position offers a competitive benefits package (more details below) and a salary range between \$75,000 and \$90,000, based on experience. Position begins as soon as possible.

The Deputy Director of HR & Culture reports to the Executive Director and works out of the Easton and/or Chestertown offices, joining a group of 30+ professionals in a \$5 million nonprofit organization. ShoreRivers operates in person with a flexible schedule; occasional remote work is supported in alignment with your responsibilities and your supervisor. This is a full-time position; the employee must be flexible to work weekends, evenings, and longer hours when necessary and to travel when necessary. The employee must live in, or be willing to relocate to, the communities where we work. The position is exempt salaried and “at-will.”

To apply, send your resume and a one-page cover letter to Ann Frock at [afrock@shorerivers.org](mailto:afrock@shorerivers.org) by Monday, September 23, 2024. In your cover letter, please address how your leadership style will bring value to this position in ShoreRivers.

### RESPONSIBILITIES

#### **Recruit talent to the ShoreRivers team**

- Prepare and update job descriptions and manage recruiting, screening, interviewing, and hiring of new team members.
- Implement an onboarding process to thoughtfully integrate new people into the team.
- Coordinate recruitment and retention strategies and assist with succession planning.
- Assist the Executive Director in onboarding new governing board members.
- Coordinate exit interview process and communication of findings to leadership.

#### **Cultivate great culture**

- Assist the leadership team in maintaining strong employee relations and cultivating a collaborative team ethic among 30+ staff.

**Main Office**  
114 S. Washington St.  
Suite 301  
Easton, MD 21601  
443.385.0511

**Regional Office**  
111A North Main St.  
Galena, MD 21635  
410.810.7556

[shorerivers.org](http://shorerivers.org)

**Regional Office**  
207 S. Water St.  
Unit B  
Chestertown, MD 21620  
410.810.7556

- Oversee the planning and execution of annual staff gatherings to cultivate teamwork, collaboration, and comradery between offices and departments.
- Support the organization in developing a culture that fosters diversity on our team and equity and empathy in our operations.
- Champion the diversity, equity, inclusion, and justice work of the organization.
- Keep up to date on the overall activities of the team, identifying problem areas and working with the management team to address them.

#### **Maintain quality compensation and staff operations**

- Ensure comprehensive, thoughtful workplace policies, procedures, and practices are in place and up-to-date with organizational goals as well as state and federal legal requirements.
- Oversee the annual employee performance review structure to ensure a thoughtful, consistent feedback process.
- Manage payroll and benefits programs, including the open enrollment process for healthcare and retirement and coordination with benefits providers.
- Research and analyze employee compensation among comparable organizations to promote staff retention.
- Support supervisors in providing quality leadership for their direct reports.
- Assist supervisors with personnel rates, billable hours, and staff workflow.
- Support staff professional development by coordinating training opportunities, managing the organization’s training budget, and managing grant support.

## **POSITION REQUIREMENTS AND QUALIFICATIONS**

The employee must have a strong commitment to environmental protection and subscribe to representing ShoreRivers’ mission and statement of inclusion. For this position, we value demonstrated experience over a specific degree or certificate.

#### **EXPERIENCE AND EDUCATION**

- 10+ years’ experience with the majority of those years in a people management position OR an HR position OR relevant, demonstrated experience.
- Working knowledge of HR laws and regulations.
- Relevant professional degree a plus but not required.
- Experience with nonprofit organizations a plus.
- Experience with benefits; compensation; workforce planning and employment; employee relations; occupational health, safety, and security; strategic management and planning; and employee development preferred.

#### **SKILLS & ABILITIES**

- An energetic, optimistic, collaborative, and solutions-oriented mindset.
- Personal qualities of integrity, credibility, and confidentiality.
- Strong focus in HR competencies including communication, collaboration, leadership, and strategic thinking and planning.



- Demonstrated interpersonal skills and ability to effectively communicate with employees at all levels of the organization.
- Strong organizational, problem-solving, and analytical skills.
- Demonstrated attention to detail and organization.
- Proficient in the use of MS Office business software, particularly Word and Excel.
- Knowledge of QuickBooks a significant plus.
- Strong business acumen.

ShoreRivers believes that swimmable, fishable, clean, and safe rivers are for everyone in our communities. We are an equal opportunity employer and welcome all applicants. This position uses a wide variety of skills; we encourage you to apply if you think you would be a good fit, even if you don't meet 100% of the qualifications.

## ABOUT SHORERIVERS

ShoreRivers works to protect Eastern Shore waterways through science-based advocacy, restoration, education, and engagement. We have a dedicated staff of Riverkeepers, educators, scientists, restoration specialists, and advocates focused on policies and projects that will improve the health of our rivers. Our staff are a strong, collective voice for Eastern Shore waterways.

ShoreRivers believes that diversity, equity, inclusion, and justice in our staff, board, supporters, and programs is critical to achieving our mission of clean water. We believe that access to waterways fuels environmental stewardship; inclusion of diverse communities is essential to long term success; and diverse representation in our membership, staff, and board makes us stronger.

## WORKING AT SHORERIVERS

ShoreRivers offers an energetic and fast-paced work environment with bright, fun coworkers. We cultivate a supportive, regenerative work culture where hard work, innovation, collaboration, and professional development are priorities.

We are dedicated to providing flexibility and a genuine work-life balance for all staff, in addition to meeting our mission and serving our communities responsibly as a nonprofit organization. As such, ShoreRivers operates in person with a flexible schedule; occasional remote work is supported in alignment with your responsibilities and your supervisor.

## BENEFITS

- Medical coverage, with 100% of premiums for the employee covered by ShoreRivers.
- Retirement plan, with ShoreRivers matching up to 3% of an employee's salary.
- 15 paid days off during first two years of employment; 25 paid days off for employment over two years.
- 11 paid federal holidays, plus the week off between Christmas Eve and New Year's Day (17 paid holidays total).



- 5 weeks paid parental leave; option to add 7 weeks unpaid.
- Professional development opportunities.

