

## **JOB DESCRIPTION**

**Job Title:** Manager of People and Culture

**Reports to:** Executive Vice President for Engagement

**Effective Date:** May 13, 2025

### **POSITION OVERVIEW:**

The Manager of People and Culture helps all staff of the Vermont Land Trust thrive in their roles. They manage recruitment, talent management, compensation and benefits, learning and development, and compliance. As a key partner to senior leaders and as a trusted resource for all staff, they play an essential role in supporting the strategic direction, mission, and values of VLT.

### **ESSENTIAL JOB RESPONSIBILITIES:**

#### **Recruitment, Onboarding, and Talent Management**

- In consultation with leaders, establish and execute hiring processes that meets organizational goals and priorities.
- In support of hiring managers, coordinate and implement recruitment efforts. Continuously improve recruitment processes, policies, and tools, enabling us to attract and retain quality talent.
- With hiring managers, design and implement onboarding for all new staff, ensuring that they receive the necessary training, support, and information to succeed in their roles.
- Continuously improve and ensure implementation of the annual goal setting and performance management processes. Support supervisors in planning for annual reviews and managing performance challenges.
- Help to manage offboarding and staff transitions as needed.

#### **Learning and Development**

- With guidance from senior leaders, design and implement an annual learning and development program for all staff. Manage logistics for all staff-wide trainings.
- Support supervisors in their efforts to help staff develop skills and competencies to succeed.
- Provide resources for staff to learn in place, shadow others, or access training to grow in alignment with organizational goals.

#### **Benefits administration and compensation**

- Oversee administration of employer-sponsored benefits, including medical, dental, vision, 403b, life and disability. Serve as the primary point of contact with brokers and providers.
- Serve as the main point of contact for staff who have questions about their benefits. Support staff in navigating services across providers and managing benefits changes.

- Oversee and implement the annual benefits enrollment process and ongoing enrollments for new staff.
- Maintain the compensation system and update policies and practices as needed, under the guidance of senior leaders.
- Implement compensation studies and oversee market assessments as needed.
- Support leadership in setting policies and practices related to benefits and compensation to remain competitive and align with our values.

### **Compliance**

- Ensure compliance with all relevant labor laws, including oversight of related federal and state unemployment, workers compensation, and OSHA.
- Maintain and update personnel policies and records.

### **Other**

- Support budgeting for people and culture initiatives, and ensure resources are allocated efficiently to maximize impact.
- Promote and nurture a positive organizational culture that aligns with VLT's mission, values, and strategic goals.
- Lead change-management efforts related to people, culture, and structure.
- Manage external contractors and vendors, as needed.

### **QUALIFICATIONS:**

*Consideration will be given to candidates demonstrating comparable qualifications acquired through a different combination of education and experience than what is outlined below.*

- Understanding of and commitment to the mission, goals, and values of the Vermont Land Trust.
- 4-6 years of experience in a Human Resources role with demonstrated knowledge of standard human resources practices and policies.
- BA or BS in Business, Human Resources, or a related field.
- Thorough understanding of labor laws and regulations, and proven ability to learn and remain current on industry standards.
- Excellent attention to detail, organizational skills, and the ability to manage many priorities at once.
- Tact, discretion, and sound judgment needed to navigate sensitive or complex issues.
- Exceptional communication, listening, and interpersonal skills.
- Ability to think strategically and implement effective solutions to support people in collaboration with others.
- Strong understanding of and ability to apply principles of power, privilege and equity.

- Experience overseeing benefits administration and working with health care brokers.
- Service orientation, including the ability to work collaboratively to advance organization-wide change initiatives.
- Human Resource Certifications, such as [SHRM-CP](#) or [PHR](#), are helpful but not essential.
- Strong technical skills, including knowledge of the Microsoft Office Suite. Ability to learn and adapt to new technology.

#### **WORKING CONDITIONS & PHYSICAL DEMANDS:**

- Work will be primarily performed in an office or home-based office environment. A mix of office-based and remote work is possible, with at least three days a week (on average) in the Montpelier office.
- Evening or weekend events are possible, with occasional in-state travel.
- Operates computer, printer, photocopier, and other office equipment. Work requires extended sitting and repetitive motion in the use of computer, keyboard, and mouse.

#### **SALARY AND BENEFITS**

The start salary is \$67,200 – \$75,264 depending upon experience, plus a cafeteria plan equivalent to \$25,561 to cover the cost of the following benefits:

- Medical and dental coverage
- Flexible Savings Accounts
- 403b retirement program with match
- 6 weeks annually of Combined Time Off
- 8 hours of paid volunteer time annually

*The Vermont Land Trust is an Equal Opportunity Employer. We encourage people of all backgrounds and life experiences to apply. We recruit, employ, compensate, and promote without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, physical or mental disability, genetic or family medical history, marital, parental, veteran, or military status, unfavorable military discharge, or any other status protected by applicable federal, state, or local law.*

#### **ABOUT THE VERMONT LAND TRUST**

Vermont is a place where the well-being of land and people is entwined. With families, communities, and partners, the Vermont Land Trust conserves land and fosters life-long connections to the farms, forests, and natural areas that define us.

The Vermont Land Trust is a nationally recognized leader in conservation. Rooted in Vermont since 1977, we have protected more than 640,000 acres of farmland, forestland, and community lands, covering over 11% of the state. Much of this land is privately owned and contributes to our abundance of local food, maple and timber products, tourism and recreation, and the vitality of our towns and

villages.

## **Our Values**

Trust is in our name, and it lies at the center of who we are. Taking the time to listen and learn is in our bones. In every interaction, we strive to be reliable, communicative, and fair. Our core values, co-created with staff, continue to guide our intentions, actions, and culture.

- **Service:** We value service through high-quality work and bring integrity to all that we do, inspired by our mission.
- **Trust:** We value building and maintaining the trust of the communities and people with whom we work.
- **Communication:** We value transparency, listening, curiosity, candor, clarity and patience.
- **Fairness:** We value diverse experiences and perspectives and strive to extend the benefits of our work to all.
- **Community:** We value a supportive, collegial, and inclusive environment based on teamwork and mutual respect.
- **Learning & Growth:** We value growth and improvement that challenges us and fosters learning, creativity, and flexibility.