**Job Title:** People & Culture Manager

**Location:** Portland, OR

**Position Type:** Permanent/full-time

**Expected Start Date:** Spring 2021

**Overview:** The Freshwater Trust (TFT), a non-profit leader in watershed analysis, restoration/conservation program design, and implementation is seeking a skilled professional to streamline our HR processes, hire and develop team members, and build and cultivate an inclusive and people-oriented culture. We want to ensure that TFT is a welcoming and enjoyable place to work, where our team is challenged and supported in their efforts to bring needed innovations to the world of conservation. We built our core values together as a team and are passionate in our efforts to live them while ensuring that we are adaptive to the needs of our staff.

With headquarters in Portland, OR, TFT employs 40+ team members across Oregon, Idaho, Washington and California. We currently have three physical offices in Portland, Ashland, OR and Sacramento, CA, all of which are temporarily closed due to COVID-19 precautions. Our team members range in background and skillset; teams include a philanthropy and fundraising team, science and analytics team, restoration team, legal team, finance team, and administrative and systems support. Reporting to the Vice President of People and Operations, the People & Culture Manager would work with team leaders to build a supportive structure that provides a strong foundation as we scale and grow.

This role covers three key areas: hiring, developing, and retaining team members; driving staff engagement and culture building; and integrating our on-going Diversity, Equity and Inclusion (DEI) efforts into how we operate. The role is ideal for an individual with a background in HR and inclusive culture building, who is able to support and advise management, and who thrives in a fast-paced environment. This full-time position will be based in Portland, OR and will work closely with the VP of People and Operations as well as the executive leadership team.

**What will you be doing?:**

- Build on our existing system to streamline the following processes: employee recruitment, screening, interviewing, hiring, onboarding, performance, engagement, professional growth and offboarding.
- Lead and coordinate on our DEI efforts that are critical to both our workforce and the work that we do in improving the health of our freshwater ecosystems. This includes providing strategic guidance on our policies, procedures, processes and actions to effectively support leadership’s progress on DEI initiatives.
- Work with members of the leadership and management teams to design and implement an employee engagement and professional development program that tracks with an employee from day 1 and continues throughout their employment.
- Review and critically assess our employee performance review process; tie our employee performance review process in with the employee professional development program.
- Organize an annual employee engagement survey (e.g. eNPS) to assess and recommend staff engagement efforts.

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1 The Portland office is currently working from home due to COVID-19 precautions
• Design feedback systems and associated response to continuously improve our workplace culture and staff happiness.
• Assess HR software needs as appropriate.
• Support staff and team leaders through challenges and issues as they arise.
• Be a champion of culture at TFT, helping it to be a great place to work where staff can thrive and be excited about the work at hand.
• This position does not include insurance benefits administration or responsibility for legal issues arising from HR related issues, both of which are taken care of by external parties.
• In short, you will ensure that we become increasingly awesome as individuals and a collective!

What is your background and skillset?:
• Hold a relevant degree or have equivalent professional experience with HR certifications.
• 7-10+ years of experience in at least two places of work in people or culture-oriented roles.
• Training and experience in DEI initiatives.
• Worked within an HR team with experience in the recruitment and hiring process.
• Experience in building professional development programs including performance review and feedback loops.
• Intuitive nature and ability to work with diverse groups of people.
• Aptitude for challenging conventional approaches and building creative systems.
• Ability to work collaboratively and promote a healthy learning environment.
• Execution oriented and focused, with an ability to translate need into strategy and action.
• Ability to work in an open-office, team environment (although we are all currently working from home).
• Excellent communication skills, both verbal and written; ability to present to large groups of people.

Benefits:
• Generous benefits package, including full health and dental coverage, 5 weeks of paid time off, automatic retirement contributions, over 10 paid holidays per year, cell phone reimbursement and more.

Application Instructions:
• Supply a Cover Letter, Resume and a list of 3 References into a single PDF not to exceed 5MB.
• Submit required information and documentation at: https://app.smartsheet.com/b/form/8cb72987d14e4ff19ed5eafda523df6

Please, no phone or email inquiries about this position. Applicants must have legal permission to work in the U.S.

Interested candidates from historically underrepresented communities are strongly encouraged to apply. The Freshwater Trust is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations. ADA accommodations will be provided upon request.