

Position Title: Senior Human Resources Manager

Hours: Full-time (35-hour work week); Hybrid (3 days in office / 2 days telecommute)

Role Classification: Regular with Benefits

Exemption: Exempt

Reports to: Chief Financial Officer

Compensation: \$100,000-\$115,000

ABOUT THE GARDENS OF GOLDEN GATE PARK

The Gardens of Golden Gate Park unite three historic gardens—the landmark Conservatory of Flowers (1879), the Japanese Tea Garden (1894), and the 55-acre San Francisco Botanical Garden (1940)—featuring more than 10,000 different kinds of plants from around the world, from rare orchids and cloud forest species to California native plants and serene Japanese landscapes.

Our pioneering public-private partnership between the San Francisco Recreation & Parks Department and San Francisco Botanical Garden Society combines the city's expertise in horticulture and facilities with the nonprofit's strengths in visitor experience, education, philanthropy, membership, marketing, curatorial services, interpretation, and community engagement. Together, we connect people to plants, the planet, and each other, cultivating an internationally renowned destination where conservation, natural beauty, and community flourish.

Learn about our [Mission](#). Get oriented with our [Strategic Plan](#).

POSITION SUMMARY

Reporting to the CFO, the Senior HR Manager will lead and manage all people operation functions at the Gardens of Golden Gate Park, ensuring a high-performing and mission-driven workplace that supports the organization's employees, enabling them to serve our audiences and advance our institutional goals. The Senior HR Manager is responsible for managing the full



CONSERVATORY
OF FLOWERS



JAPANESE
TEA GARDEN
日本庭園



SAN FRANCISCO
BOTANICAL
GARDEN

employee lifecycle, including but not limited to, hiring and recruitment, compliance, employee relations, performance management, compensation and benefits, and human resources administration. This role will establish consistent and equitable people practices, provide guidance through complex and sensitive personnel matters, and serve as a trusted partner to leadership and managers.

The Senior HR Manager supervises the People & Culture Coordinator, and is responsible for building and maintaining a strong, values-aligned HR infrastructure that balances empathy with accountability in a high-impact, mission-driven environment.

We seek an experienced Senior HR manager with excellent customer service skills, who thrives in a collaborative team environment, takes initiative, and is committed to the Gardens' long-term growth.

The Gardens are open 365 days a year, and occasionally this position supports activities and events that take place outside of normal business hours and/or on weekends.

RESPONSIBILITIES

- Develop and implement HR strategies, policies, procedures and metrics to align with the organization's overall goals and objectives.
- Enable hiring practices that reach out to candidates that add to the diversity of the organization.
- Manage the onboarding process and ensure that it is high-quality and up to date and introduce the organization's culture and systems to new employees to set them up for success.
- Ensure that compensation is competitive externally and equitable internally to attract and retain the most qualified candidates.
- Oversee biweekly payroll process; review payroll submission to ensure accuracy.
- Manage employee benefits programs, ensuring compliance and competitive positioning while working with benefits providers.
- Maintain accurate and up-to-date HR records including employee files, job descriptions, and compensation data.
- Collaborate with the executive team and management team to assess and identify employee training and development needs and identify and implement effective professional development opportunities that advance the mission of the organization and offer meaningful opportunities for growth.
- Lead and facilitate performance evaluation process that is aligned with organizational values and goals, engenders accountability, and provides meaningful career pathways.

- Provide coaching and guidance to managers on HR related matters including performance management and disciplinary actions.
- Work across the organization to create a culture of excellence, inclusion, and accountability. Facilitate culture building events amongst staff several times throughout the year including the annual Gratitude lunch.
- Partner with the Chief of Staff on meeting organizational goals around justice, equity, diversity, and inclusion.
- Ensure that GGPP remains compliant with all applicable federal, state and local employment laws; maintain and update the Employee Handbook as needed; manage required training, documentation, and reporting.
- Stay up to date with industry trends and best practices in human resources, making recommendations for process improvements and innovative initiatives.
- Supervise the People & Culture Coordinator.
- Additional duties as identified.

EXPERIENCE & QUALIFICATIONS

- Minimum of four years of human resources management experience.
- Bachelor's degree in Human Resources, Business Administration, or a related field; or equivalent experience.
- Minimum of two years of supervisory experience.
- Comprehensive knowledge of employment law and HR best practices.
- Proficiency with HRIS and other HR management software; experience with Paylocity a plus.
- Demonstrated expertise in developing and implementing HR policies and procedures.
- Excellent interpersonal skills, communication, and negotiation skills with the ability to build trust and maintain strong relationships at all levels of the organization.
- Analytical and systems-oriented approach to work; ability to analyze complex issues and provide practical solutions.
- Highly organized and detail oriented, with the ability to manage multiple priorities and deadlines.
- Proficiency with Microsoft Office suite; intermediate Excel skills.
- Appreciation for and adherence to confidentiality and discretion.
- Commitment to the work of the Gardens and values of justice, equity, diversity, and inclusion.

Preferred Qualifications Include:

- Experience working in a non-profit or public-private partnership setting.
- Experience working with a wide range of employee classifications including temporary, seasonal, hourly, and salaried.

- Professional certification in HR Management.

ADDITIONAL EXPECTATIONS:

- Must work at least 3 days a week onsite, up to 2 days a week may be remote if the work schedule allows, but a regular onsite presence is essential for success in this role.
- Willingness to accommodate a flexible work schedule, including evenings, weekends, and travel between sites.
- Able to engage in a range of physical motions including standing or sitting at a desk or computer, walking on uneven surfaces, climbing stairs, and occasionally working outside in varying weather conditions.
- Ability to manage risk, adhering to the Gardens' safety and emergency protocols.

FOR ADDITIONAL INFORMATION AND TO APPLY: Complete application with attached cover letter at <https://recruiting.paylocity.com/Recruiting/Jobs/Details/4075356>

Gardens of Golden Gate Park is an equal opportunity employer and encourages candidates with diverse backgrounds and experiences to apply.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information, or any other category protected by law.