



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Vice President, People & Culture
<b>DEPARTMENT:</b>	People & Operations
<b>CLASSIFICATION:</b>	Exempt / Vice President
<b>REPORTS TO:</b>	Chief Operating Officer
<b>LOCATION:</b>	Washington, DC preferred; Negotiable

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### ABOUT THE WILDERNESS SOCIETY

The Wilderness Society is a national conservation organization dedicated to protecting America's wild places since 1935. Our mission is to unite people to safeguard public lands, so they remain vital, resilient and accessible for generations to come. Through science, advocacy and partnerships with communities and policymakers, we champion the protection of wilderness, national parks, forests, and other public lands that provide clean air and water, wildlife habitat and the freedom to connect with nature. For more information, visit [www.wilderness.org](http://www.wilderness.org).

### GENERAL DESCRIPTION

The Vice President, People and Culture is a mission-driven leader who ensures that the organization's most important asset—its people—can thrive, grow, and contribute fully to advancing the mission of TWS. This role is responsible for shaping a people-centered culture that embodies the organization's values.

Reporting to the Chief Operating Officer, the VP provides strategic direction and leadership for two interconnected areas: Human Resources and Workplace Innovation & Inclusion. Together, these teams create an environment where staff feel valued, connected, and supported to do their best work.

The VP serves as a trusted advisor to senior leadership and a champion for the employee experience. They lead efforts to attract and retain diverse talent, strengthen leadership capabilities, and promote inclusive systems and policies. Through forward-thinking people strategies, the VP ensures the organization remains inclusive and aligned with its mission as it grows and evolves.

This is an opportunity for a visionary leader who understands that investing in people is essential to driving impact—and who can turn that belief into practical systems, policies, and a thriving organizational culture.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

### **Strategic Leadership**

- Serve as a member of the senior leadership team and contribute to organizational strategy and planning with a People & Culture lens.
- Design and implement a People & Culture strategy that strengthens engagement, inclusion, and organizational effectiveness.
- Partner with leadership and managers to ensure the organization's structure, systems, and culture support its mission and evolving goals.
- Recruit, retain and develop a highly talented team of professionals to create, implement and execute a People & Culture strategy
- In conjunction with Sr. People & Culture Team leaders, create and execute the People & Culture budget as well as the organization's total compensation, professional development and collaboration budgets.

### **Human Resources Oversight**

- Provide strategic leadership for all HR functions, including recruitment, onboarding, performance management, compensation and benefits, employee relations, and compliance.
- Support the Talent Management team to attract, develop, retain, and engage top talent. Oversee the process to build strategic people programs, including organizational branding in support of these objectives. Partner with senior leadership to identify and address gaps in competencies, knowledge, and skillsets
- Lead the organization's compensation strategy, overseeing market analyses, salary adjustments, and pay equity initiatives to attract and retain top talent while maintaining internal fairness and fiscal responsibility
- Oversee the design, administration, and continuous improvement of employee benefits programs (health, wellness, retirement, leave, and other total rewards offerings) to ensure competitiveness, compliance, and alignment with organizational values and culture.
- Establish organizational performance management programs that align with the values and mission of TWS. Coach management to set clear, meaningful goals and objectives and use metrics to measure performance. Identify key performance indicators for people and talent management functions and assess the success and market competitiveness based on these metrics.
- Develop clear, inclusive, and legally compliant policies and procedures that guide the experience of employees throughout their career at TWS.

### **Learning, Development & Inclusion**

- Develop and implement programs that enhance engagement, innovation, inclusion, and cross-team connection.
- Oversee professional development and career pathways, ensuring all staff have access to learning opportunities and clear growth trajectories.

- Assess coaching and leadership development needs and partner with members of the senior leadership team to bolster the leadership skills of managers and supervisors. Direct the creation and administration of individual development plans and identify resources to deliver these programs
- Advance inclusion goals through strategies embedded across people operations.
- Use employee feedback and data to assess and continually improve organizational culture and workplace experience.

### **Organizational Effectiveness**

- Lead change management and workforce planning efforts to ensure the organization's people and structure are prepared for future needs.
- Design and oversee performance metrics to measure People & Culture providing insights to guide strategic decisions and track progress toward goals
- Champion transparent communication, accountability, and continuous learning throughout the organization.
- Oversee the strategic use of HR technology to meet evolving organizational objectives; ensure compliance with employment laws and alignment with HR and talent management best practices; and lead clear, consistent communication of HR initiatives across the organization.

### **QUALIFICATIONS**

- 15+ years of progressively responsible experience in Human Resources, People Operations, Organizational Development, with at least 8 years in a senior leadership role.
- Current certification(s) such as SHRM-SCP, SHRM-CP, SPHR, and/or PHR certification required.
- Demonstrated success leading integrated people and culture strategies within a mission-driven or nonprofit organization
- Expertise in inclusion and belonging principles and their practical application across HR and organizational systems.
- Demonstrated ability to successfully innovate and lead through change in a methodical, professional manner.
- Skilled communicator and relationship builder with the ability to inspire trust and lead through influence.
- A passion for vision, intellectual curiosity, innovation, continuous improvement and solutions-orientation.
- Ability to build and maintain trust with staff across the organization and to create opportunities for successful collaboration in creating a culture that embodies our shared values.
- Proven ability to balance strategic vision with operational excellence and hands-on implementation.
- Commitment to the mission of TWS.

**The annual salary range for this position in Washington, DC is \$238,352 - \$264,835.**

**Remote location salary range will depend on specific location (\$202,600 - \$278,077).**

This job description is intended to convey information essential to understanding the scope of this position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

The Wilderness Society offers a competitive salary and benefits package, including health, dental, vision, life and disability insurance, and pet insurance; sick and vacation leave; a sabbatical program; and a retirement plan with employer contribution subject to certain limits and requirements. TWS is an equal opportunity employer and actively works to ensure fair treatment of our employees and constituents across culture, socioeconomic status, race, marital or family situation, gender, age, ethnicity, religious beliefs, physical ability, veteran status or sexual orientation.

As an organization, we aspire to being inclusive in the work that we do, and in the kind of organization we are. Internally, this means working as a team that listens to different points of view, recognizes the contributions of every employee and empowers each employee to bring their whole selves to work every day. Externally, this means ensuring that public lands are inclusive and welcoming, so that our shared wildlands can help people and nature to thrive. We are committed to equity throughout our work, which we define as our commitment to realizing the promise of our public lands and ensuring that all can share in their universal benefits.

To learn more about our commitment, please see <http://wilderness.org/our-commitment-diversity-equity-and-inclusion-wilderness-society>

Pursuant to applicable fair chance laws, TWS will consider for employment qualified applicants with arrest and conviction records.

TWS complies with federal and state disability laws and is committed to providing reasonable accommodation for individuals with disabilities. If you require accommodation to complete the application process or to perform the essential functions of the position, please contact [careers@twc.org](mailto:careers@twc.org). TWS only accepts resumes submitted for positions that are currently open.

Unsolicited resumes or resumes for posted positions that are not submitted via the online application process (where applicable), will not be reviewed or retained.

The Wilderness Society has partnered with DHR Global to manage this search. Please direct all inquiries and applications to the contacts listed below.

## Contact Information

Andrea Henderson ([ahenderson@dhrglobal.com](mailto:ahenderson@dhrglobal.com))

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