



Achieving the Dream™

Executive Director of Human Resources Job Description

Job Overview

This position supports Achieving the Dream's mission and strategy by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. The Executive Director has oversight of all human resources disciplines such as compensation; benefits; employee leave programs; whistle-blower and conflict of interest policies; organizational policy recommendation, creation, and implementation; compliance; training and development; recruitment, selection and retention; and employee relations.

The Executive Director serves on the President/CEO's President's Leadership Team (PLT) and reports to the President/CEO through the Executive Vice President. The position works closely with the Finance/Operations lead as a partner and thought-leader on HR issues and oversees ATD operational staff members who dedicate some of their time to Human Resources.

Duties and Responsibilities

Talent Management (45%)

- Develop strategic solutions to align the workforce with ATD's strategic goals, ensuring all appropriate efforts are made to develop a diverse and inclusive team; oversee the recruitment and selection processes of new employees and counsel managers on candidate selection.
- Maintain ATD's work structure by updating job requirements and job descriptions for all positions.
- Manage the employee onboarding process and coordinate with all departments to ensure employee access is properly completed for all new employees.
- Monitor turnover and develop strategies to maintain/enhance morale and retention. Execute termination processes, including conducting and analyzing exit interviews and coordinating with all departments to ensure employee access is properly terminated for all exiting employees. Tracking and reporting out on trends related to exits.
- Design and implement succession planning strategy for ATD, including considering opportunities for employees who demonstrate aptitude and desire for upward mobility.
- Coordinate management training in interviewing, hiring, terminations, promotions, employee goal setting, performance review, safety, and sexual harassment.
- Design and manage employee training and development including: new hire orientation; leadership training and oversight of professional development seminars and workshops (including some related to Equity and core competencies) opportunities for staff.
- Ensure planning, monitoring, and appraisal of employee work results by: training managers to coach and discipline employees; administering ATD's employee performance review and improvement program; scheduling management conferences with employees; hearing and resolving employee grievances through coaching and development of documented policies and procedures related to same; participating in disciplinary and termination meetings; and counseling employees and supervisors.

- Working with outside counsel, serve as the primary contact for legal counsel in risk mitigation activities and litigation pertaining to employee relations matters.
- Maintain historical human resource and employee records, the ATD employee handbook and the organizational staffing chart.
- Ensure a positive work environment that is safe, fulfilling, inclusive, respectful, free from discrimination and harassment, and promotes overall well-being.

Compensation and Benefits (25%)

- Guide, manage, document and communicate ATD's compensation and benefits practices and procedures. Activities include developing strategic compensation plans, benchmarking pay with comparable organizations, aligning performance management systems with compensation structure and monitoring negotiations for group healthcare, retirement, and insurance benefits.
- Manage all aspects of employee benefits programs and inform employees of benefits; study and assess benefit needs and trends; recommend benefit programs to management; direct processing of benefit claims; obtain and evaluate benefit contract bids; award benefit contracts; and design and conduct educational programs on benefit programs.
- Serve as primary contact for staff, management, and vendors related to employee services, benefits, and counseling.

Employee Relations (20%)

- Interact with ATD employees and Leadership on simple and complex employee relations issues. Must have the ability to guide with authority, lead and direct conversations on the Employee Relations.
- Provide senior leadership support for the effective operation of the Culture and Equity Committee.

Other (10%)

- Work with Finance to process semi-monthly payroll.
- Oversee integrity of HR and payroll data.
- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements, including Family & Medical Leave Act; conducting investigations as appropriate; maintaining records; and representing the organization at hearings.
- Other duties as assigned, including special projects.

Skills/Qualifications/Experience

- Minimum 10 years' experience in human resources, with at least five years at a management level; preferably in a nonprofit or association environment
- Bachelor's degree
- PHR or SPHR Certification preferred
- General knowledge of relevant employment laws and practices
- Proficiency with Microsoft Office
- Highly attuned ability to operate in sensitive, confidential matters
- Demonstrated ability to respond effectively to the most sensitive inquiries or complaints
- Ability to read, analyze, and interpret complex documents

- Demonstrated decision-making capabilities based on analytical tools and critical thought processes
- Strong negotiation skills
- Strong project management skills required, with experience managing multiple projects simultaneously
- Excellent oral and written communication skills; ability to communicate and present results to different audiences at various levels throughout the organization
- Solid knowledge of state and federal employment labor laws
- Collaborative and flexible leader, with a strong commitment to developing best human resource practices at both the staff and organizational levels
- Hands-on manager with gravitas, integrity and a desire to work in a dynamic, mission-driven environment
- Leader who is a team player committed to enabling the success of ATD's programs and publications
- Must have high level of intercultural competence, along with deep understanding of DEI principles and experience building diverse and inclusive environments

Competencies

Change Management: Anticipates changing circumstances and engages stakeholders in moving forward with change

Cultural Competence: Models appreciate inquiry to gain understanding and awareness of others' cultural identity and practices. Creates safe and constructive forums for sharing diverse perspectives and opinions.

Disciplined Execution: Is able to break down big picture work goals into management tasks; has the foresight to anticipate potential roadblocks in order to ensure timely completion of tasks and projects.

Effective Communication: Ability to actively listen and thoughtfully question in order to create greater understanding and to offer insights that advance problem-solving.

Position Details

Position Type:	Full-Time, Exempt
Salary Grade:	9
Reports to:	Executive Vice President
Work Location:	Silver Spring, MD office
Travel:	Occasional

April 1, 2019

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~ EMPLOYMENT IS CONTINGENT ON A CANDIDATE'S SUCCESSFUL COMPLETION OF A BACKGROUND CHECK ~