



## **AIDS FOUNDATION CHICAGO**

### **SENIOR DIRECTOR OF HUMAN RESOURCES & TALENT MANAGEMENT**

*FOR BEST CONSIDERATION, PLEASE APPLY BY APRIL 16, 2021*

#### **ABOUT AIDS FOUNDATION CHICAGO**

For 35 years, AIDS Foundation Chicago (AFC) has led the fight to create health equity and justice for people living with and disproportionately impacted by HIV and AIDS. The organization's work is guided by the vision that people living with HIV and related chronic diseases will thrive, and new HIV infections will be rare. AFC brings together service providers and funders to develop systems that meet the needs of those living with HIV/AIDS and to maximize the use of scarce resources. AFC manages more than \$27 million in local, state, and federal funds for an array of AIDS-related services, providing expertise and promoting high-quality delivery across the region. For more information, please visit: <https://www.aidschicago.org/>

#### **ABOUT THE OPPORTUNITY**

The Senior Director of Human Resources & Talent Management is responsible for developing and implementing comprehensive Human Resources and Talent Management programs, systems, and tools. The Senior Director of Human Resources & Talent Management directly reports to the Vice President of Operations and works closely with the Senior Leadership Team to strengthen the people and culture of the organization. This position is responsible for all aspects of human resources and talent management at AFC.

The ideal candidate will be a strategic and thoughtful problem solver, an adaptable change-agent and collaborator, and a respectful coach-like leader. The Senior Director will serve as an advisor to leadership at all levels across the organization and will provide insight and guidance on key strategic decisions. The individual in this role is also

responsible for cultivating and promoting a positive organizational culture that is in line with AFC's mission, vision, and values.

## **ESSENTIAL RESPONSIBILITIES AND FUNCTIONS**

### CLIENT SERVICE, CONSULTATION, AND GUIDANCE

- Serve as a strategic advisor/thought partner, content expert, and coach regarding key management and people topics to senior leaders and management across the organization.
- Create and foster a professional, positive, and supportive work environment and exemplify a customer service focus in all aspects of employee, intern, and contractor relations.
- Ensure employee human resources requests and needs are addressed and/or met in alignment with the department's client service philosophy and in keeping with AFC's values.
- Ensure the Human Resources team partners with managers to effectively manage and resolve complex employee relations issues and conduct investigations, if necessary.

### ADMINISTRATION AND EMPLOYEE SERVICE

- Develop and execute an integrated talent strategy that reinforces and enhances a consistent, positive, and desired AFC culture.
- Establish and cultivate organizational practices that promote and support positive employer-employee relationships, as well as promote a high level of staff engagement.
- Oversee the development, administration, and implementation of human resources and talent management programs and initiatives.
- Ensure record-keeping and reporting meet compliance requirements and organizational needs and align with best practices.
- Design, develop, and implement benefit programs that align with organization's culture and organizational strategies.

### TALENT ACQUISITION

- Oversee all recruiting and hiring practices to meet AFC's talent needs.
- Develop and implement sourcing and recruitment strategies.

- Develop and implement talent assessment and selection processes.
- Create and implement strategic workforce plans to maximize employee/management team efficiency.

## TALENT MANAGEMENT

- Develop, initiate, and maintain effective programs for workforce retention, promotion, and succession planning.
- Based on AFC's strategic plan and objectives, anticipate needs and refine the organization's design to proactively support the achievement of desired outcomes, while minimizing disruption to the organization's functioning and culture.
- Support AFC's senior management team in defining and applying leadership competencies that enable AFC's strategy, maximize the leverage of human capital, and create high levels of employee engagement.
- Provide professional expertise and support in the design, development, and implementation of a talent review process that results in the creation of an internal bench of top talent.

## HUMAN RESOURCES INFORMATION SYSTEMS AND METRICS

- Stay abreast of organizational Human Resources Information System (HRIS) needs and ensure AFC's HRIS system meets organizational needs and is kept up-to-date.
- Develop and implement the use of Human Resources metrics.
- Analyze trends and metrics related to Human Resources and Talent Management initiatives, interventions, and activities; develop data-driven solutions, programs, and policies as needed to assure a high level of employee engagement and achievement of diversity goals and initiatives.
- Lead Human Resources and Talent Management process review and quality improvement to assure efficient, high quality procedures are developed and maintained.

## DIVERSITY, EQUITY, AND INCLUSION (DEI)

- Create and maintain an environment of diversity, equity, inclusion, and competitive advantage for all AFC employees.
- Lead the development and implementation of proactive DEI initiatives which support AFC's racial equity action plan.
- Enable DEI to be embedded in the organization's culture and daily operations.

- Coordinate and implement knowledge building, continued learning opportunities, and activities related to DEI initiatives.
- Establish external relationships that align with the organization's DEI goals.

## LEARNING AND DEVELOPMENT

- Oversee the identification and prioritization of professional development needs for staff at all levels across the organization; ensure the design and implementation of a comprehensive program to address identified needs.
- Direct the design and implementation of high quality, comprehensive onboarding and training programs for all new and existing staff to ensure consistent knowledge and skill, as well as augment productivity and satisfaction across the organization.
- Evaluate and monitor training and development program outcomes to ensure training objectives are met.
- Advise and collaborate with leadership to enable employee career paths and plan for leader succession that is aligned with organizational strategy and growth.

## TEAM LEADERSHIP/SUPERVISION/STRATEGIC PLANNING

- Manage the Human Resources and Talent Management team.
- Participate in the departmental and organizational strategic planning.
- Participate in and/or lead working groups, councils, and committees.
- Lead the development and achievement of team goals and related strategic plan items.

## **ESSENTIAL QUALIFICATIONS**

- Passionately supports, understands, and can communicate AFC's mission
- 10 or more years of Human Resources, Talent Management, or Organizational Development experience in the nonprofit sector
- 5 or more years supervisory experience
- Knowledge and experience using intermediate Microsoft Office functionality (Word, Excel, Outlook, PowerPoint, etc.)
- Experience with implementation of policies that support diversity, equity, and inclusion
- Excellent written and verbal communication skills

- Sincere commitment to work collaboratively with all constituent groups, including staff across all levels of the organization, board members, AFC clients, and other supporters
- In-depth knowledge of staff development, acquisition, benefits and/or employee relations
- Ability to think creatively and problem solve
- Master's degree in Human Resources, Industrial/Organizational Psychology, Organizational Development or related field preferred, though not required
- Human Resources certification (i.e. PHR, SPHR, SHRM-CP, SHRM-SCP) preferred, though not required

## COMPENSATION AND BENEFITS

The salary for the Senior Director of Human Resources & Talent Management is \$95,000 - \$104,000, depending on experience, plus benefits.

## HOW TO APPLY

AIDS Foundation Chicago has retained Morten Group, LLC to conduct this search.

Applicants should email a cover letter and resume in PDF format to [executivesearch@mortengroup.com](mailto:executivesearch@mortengroup.com) with the subject line "AFC – Senior Director of Human Resources & Talent Management Search." Cover letters will be evaluated as a writing sample and should include the applicant's salary requirements. Application materials must be directed to the email address above. No phone calls, please. For best consideration, applications should be received by April 16, 2021. Applications will be accepted until the position is filled.

AIDS Foundation Chicago does not discriminate against employees or clients on the basis of race, ethnicity, creed, religion, color, sex (including pregnancy and childbirth), sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or veteran status, marital status, order of protection status, handicap, disability (including HIV/AIDS status), housing status, or use of social service/support services, genetic information, use or nonuse of lawful products off AFC premises during nonworking hours, credit history, arrest record, criminal history ordered expunged, sealed or impounded or any other characteristic protected by Federal or State law. A non-discrimination clause concerning employment opportunity is incorporated in the Employee Policy and Procedure Manual. AIDS Foundation Chicago will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.