



Howard Brown
Health

OPPORTUNITY PROFILE

**VICE PRESIDENT
HUMAN RESOURCES**

HOWARD BROWN HEALTH
4025 NORTH SHERIDAN ROAD
CHICAGO, IL 60613

PREPARED BY

 **Morten Group**
20 Years of assessment,
education, and action

ABOUT HOWARD BROWN HEALTH

Howard Brown Health was founded in 1974 and is now one of the nation's largest lesbian, gay, bisexual, transgender, and queer (LGBTQ) organizations. With an annual budget of over \$59 million, the agency serves more than 27,000 adults and youth each year in its diverse health and social service delivery system focused around seven major programmatic divisions: primary medical care, behavioral health, research, HIV/STI prevention, youth services, elder services, and community initiatives. Howard Brown serves men, women, trans and gender non-conforming folks, infants, youth, and children through a multi-site operation based in Chicago that includes: 11 service delivery sites, an administrative building, and three resale stores.

For more information about Howard Brown Health please visit our website (howardbrown.org).

ABOUT THE POSITION

The Vice President for Human Resources is a member of the senior management team entrusted to steward a high-performing, engaged, prepared, and informed workforce that advocates the organization's values and upholds its code of conduct. The VP works with leaders across the agency to spearhead human resource solutions designed for results, accountability, and excellence. The executive advances diversity and inclusion efforts to ensure Howard Brown Health's commitment to culturally affirming care, anti-oppressive principles and LGBTQ-affirming practices are taught, embraced, and continuously reinforced among the workforce. The VP oversees all HR initiatives including, but not limited to, position design, recruitment, hiring, retention and promotions; budgeting and compensation and benefits strategies; on-boarding, orientation, and exit/transition protocols; employee relations, engagement, appeals and grievances; policy development and performance management; workforce training and development; supervisor training and support; employee health and wellness; record keeping and compliance; and other core human resource functions.

The Vice President for Human Resources will report to the Chief Executive Officer. The VP must possess requisite experience managing enterprise-level workforce systems for union and non-union employees. As an executive leader, the VP works with senior management on business planning, strategy, and high-level decision making. The VP facilitates the Human Resources committee of the Board of Directors and oversees the Human Resources Department.

ESSENTIAL RESPONSIBILITIES AND FUNCTIONS

Executive Administration

- Develops the strategic human resources vision and strategy for the organization and ensures execution.
- Serves as an agency-wide leader supporting the President/CEO, COO, and executive management in all aspects of the strategic planning of business goals and processes. Engages, involves, prepares, and supports directors and supervisors as integral partners in effective talent management and cultivation of a high-performing workforce.
- Working closely with executive leadership and hiring officials, the VP serves as chief over key HR systems including, but not limited to, position design and promotion, talent recruitment, screening and hiring, onboarding, orientation, training and education, credentialing and compliance, performance evaluation, benefits and compensation, employee communications and engagement, appropriate record keeping, adherence to compliance standards, and post-employment functions. Serves as the champion in developing a culture focused on mission, leadership, innovation, inclusion, engagement, talent development, performance, results, and respect.
- Serves as a leader in managing organizational change in a manner that achieves results and engages, inspires, and grows the organization's human capital.

Staff Management

- Leads the organization in processes, training, and principles as they apply to diversity and inclusion, undoing racism, and anti-oppressive frameworks.
- Partners with senior management on planning, communication, implementation, and evaluation of key staff events.
- Through the Human Resources team, delivers strategies to enhance and maximize talent development, organizational design, succession planning, learning strategies, performance management, and organizational/individual development programs.
- Provides vision, leadership, coordination, strategic planning, and implementation for diversity and inclusion excellence throughout the organization. Upholds Howard Brown Health's values and affirmation of gender identity/expression, race/ethnicity, sexual orientation, age, nationality, religious, and ability diversity in all of its affairs.

Human Resources Responsibilities

- Oversees internal process to ensure the agency provides competitive compensation and benefits programs that provide motivation, incentive, and rewards for achieving results. Continually assesses the competitiveness of all programs to ensure systems for equitable compensation provided are within the organization's established resource parameters.
- Liaison with bargaining unit members, upholds their rights and the company's, adheres to collective bargaining agreements, provides leadership managing labor relations, including but not limited to, contract renewal negotiations.
- Leads a responsive Employee Relations program that provides for individual coaching, assistance, mentorship, supervision, accountability, and transparency with regard to expectations and enforcement processes.
- Ensures organizational compliance with all federal, state and local labor, employment and benefit laws, rules and regulations.
- Develops expertise in the HR applications utilized by Howard Brown and provides leadership maximizing their utility to the business and workforce; recommends changes and improvements as needed.

ESSENTIAL QUALIFICATIONS

The successful candidate will possess the following required qualifications:

- 10+ years of progressive experience in human resource administration, with a minimum of 7 years in a senior management role, responsible for both strategic and tactical aspects in all areas of human resources.
- Minimum 4 years managing HR systems under a collective bargaining agreement; experience must include liaising with one or more unions and providing support to managers and directors on management best practices in a collective-bargaining environment.
- Ability to understand and articulate the strategic value of integrated human resource/people processes with a strong business acumen, customer service orientation, excellent diplomacy, and influence skills.
- Expertise in all areas of human resource management at an enterprise level (workforce of 500+ employees) including diversity and inclusion, compensation, benefits, policies, employment law, integrated talent management practices, employee relations, recruitment and retention, and professional training and development initiatives.

Essential Qualifications (continued)

- Skilled communicator. Excellent written and oral communication skills including the ability to present information to all levels of staff and to the Board of Directors.
- Strong organizational development/design and change management experience with the ability to lead, plan, manage, and implement change.
- Strong employee relations experience; able to coach and educate managers on effectively addressing performance issues and gaps.
- Proven experience as an executive, capable of leading and implementing a culture of engagement, accountability, continuous learning, leadership, and resilience.
- Proven track record of building innovative human resources programs integrated with organizational goals and creating and managing performance management processes.
- A participatory management and leadership style that encourages high performance, collaboration, cooperation, and personal growth.
- Demonstrated ability to coordinate the activities of cross-functional teams across multiple departments.
- Bachelor's degree in Human Resources, Organizational Development, or related field. SPHR or SHRM-SCP certification.

Preferred:

- Experience with community health centers/clinics, healthcare industry, and/or social services environment.
- Master's degree preferred.
- Experience working with the LGBTQ community.
- Knowledge of Paycom, Litmos, LogicGate, and personnel management (HRIS) software.

ADA SPECIFICATIONS/WORKING CONDITIONS

- Potential irregular hours, occasional late or weekend meetings/events. Requires ability to speak audibly and listen actively.
- Requires ability to use computers, telephones, and other office equipment. Requires ability to sit for extended periods of time.
- May require occasional bending and lifting up to 25 pounds. May require periodic travel.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

COMPENSATION

This is a full-time, exempt position. Compensation is negotiable based on experience and commensurate with organizational salary structure.

HOW TO APPLY

Howard Brown Health has retained Morten Group, LLC to assist with this search.

Applicants should email a cover letter and resume in PDF format to executivesearch@mortengroup.com with the subject line "HBH – VP HR." 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. Note that due to the number of applications we receive, we will only respond to those applicants whom we would like to invite to interview for the position.

Howard Brown Health is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy), gender identity and/or expression, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, FMLA status, or other non-merit factors. Applicants from historically underrepresented and/or marginalized communities, including people living with HIV/AIDS, and other disabilities, women, gay men, lesbians, transgender, queer, and people of color, are strongly encouraged to apply.

For best consideration, please apply by May 12, 2021.