



**STEVEN BALDWIN**  
ASSOCIATES

*Airport Management Consultants*

Invites applications for

***Human Resources Business Partner  
& Senior Associate***  
*(Remote Position)*



# OVERVIEW

Steven Baldwin Associates (SBA), an airport management consulting firm invites applications for the position of **Human Resources Business Partner & Senior Associate**.

SBA is a unique airport management consulting firm of industry professionals and experts who have dedicated their entire careers to aviation and the management of airports—both through hands-on executive management and through successful consulting projects—at more than 100 airports throughout North America.

SBA's principals and senior-level professionals are recognized in the industry as some of the foremost leaders in the airport management field. Our firm's focus is airport management consulting for airport operators, and policymakers. As a leader in developing best practices in contemporary airport management, the principals and associates at SBA have decades of experience working with airports to accomplish their strategic objectives.

The firm specializes in an array of client support services that include management, organizational and governmental review of airports, airport executive recruitment, and human resources (HR) support services.

To help position our clients, we conduct reviews and analyses including performance benchmarking; strategic planning; governance review and optimization; succession planning; tenant negotiation; and owner representation. All our services are unique to managing and developing airports in a safe, efficient, and effective manner. We are nationally recognized airport management consultants.

Our commitment is to help airport leaders and managers develop and evaluate strategies and techniques for reaching their strategic goals. To learn more about the firm and services we provide, please visit the services page of our [website](#).





# THE OPPORTUNITY:

## *HRBP & Senior Associate*

*Steven Baldwin Associates, an Alpha Rock Company, is seeking a seasoned professional with strong Human Resources acumen, strategic thinking abilities, excellent communication and presentation skills, collaborative decision-making and proven ability to manage projects and client relations.*

### Overview of Requirements

Under the general direction of the President, the **HRBP & Senior Associate** will provide both project management and support services on various consulting projects such as executive recruitments, organizational assessments, compensation and salary studies, performance management, labor relations, succession planning, and leadership and staff coaching. SBA is seeking a candidate with professional experience in all functional areas of Human Resources. This position is responsible for providing superior service and always maintaining positive client relations. The position will support business development initiatives of the firm, as needed, with a focus on human resources support services. The position is required to travel to client locations as needed. Travel requirement is approximately 25%. If you are passionate about human resources and eager to contribute to a dynamic team, we encourage you to apply for this exciting opportunity.

### Professional Attributes

The **HRBP & Senior Associate** will embody the attributes of principled leadership which includes integrity, ethics, commitment, honesty, involvement and vision. The successful candidate will support a participative and inclusive work environment, possess strong emotional intelligence, and is capable and flexible in succeeding in a dynamic work environment.

*SBA is seeking a, collaborative, detail oriented, and strategic-minded Senior Associate to join its team.*



## Essential Duties and Responsibilities

- Participate as a key member of the SBA Team, in collaboration with and under the President's direction.
- Provide and maintain superior client service and support.
- Develop technical reports, white papers, and presentations using predetermined style.
- Manage all aspects of the executive recruitment process.
- Assist in creating proposals, scope of work, and task orders for business development.
- Manage projects as assigned and ensure project is within budget.
- Perform compensation and salary studies.
- Perform organizational and or department analysis and provide recommendations for improvements.
- Provide performance management, succession planning, and leadership and staff coaching services.
- Review labor agreements and provide feedback on industry best practices.
- Assist with direct outreach and follow-up on business development opportunities.
- Attend airport industry conferences as requested.
- Network with industry professionals.
- Maintain a positive image.

## Knowledge, Skills, and Abilities

- Proven foundation and knowledge of principles and practices pertaining to HR functional areas.
- Strong interpersonal and collaboration skills.
- Comprehensive knowledge of executive recruitment and onboarding practices.
- Effective verbal and written communication and presentation skills.
- Ability to organize, multi-task, and prioritize tasks as well as work independently.
- Ability to navigate and use self-learning tools for software applications.
- Proficient in using Microsoft Office (Word, Excel, PowerPoint).
- Strong understanding of HRIS and database management tools.
- Maintain flexibility to adapt priorities based on changing business needs.

## Education and Experience

- Bachelor's degree in Human Resources, Business Administration or related field.
- 10 years' progressive HR experience.
- Experience in performing Compensation and Salary Studies, Executive Recruitment, and Organizational Assessments required.
- PHR, SPHR, or SHRM-CP Certification highly desired.
- Airport/Aviation/Governmental HR Experience preferred.



## Salary & Benefits

\$65,000 annual base salary plus commissions. Benefits include health insurance stipend, paid time off (PTO), and professional development opportunities.

## To Apply

To apply for this opportunity, please complete the online application form [HERE](#) and submit a cover letter, resume, including three professional references and 3-year salary history.

In your cover letter, please specifically address your experience and accomplishments in the areas noted in the “Essential Duties and Responsibilities” section above.

**Applications will be reviewed as received.**

Questions regarding the opportunity should be emailed to [info@baldwinllc.com](mailto:info@baldwinllc.com) with “HRBP” in the subject line.



*NOTE: Steven Baldwin Associates is an equal opportunity employer and does not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, veteran, or disability status and complies with all the applicable federal, state and local fair employment practice laws. The Firm reserves the right to not fill the position. Nothing in this announcement guarantees employment.*

National search conducted by



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