



## Chief HR Officer – Chicago, IL

**Location:** Hybrid.

### **Position Description:**

The Chief Human Resources Officer (CHRO) is a dynamic and innovative change agent responsible for leading high-impact, people-focused strategic initiatives that develop our client's internal culture and help drive alignment with the organization's values and strategic vision, including our commitment to being the best place to work, learn and grow in the social sector. The CHRO will directly report to the Chief Financial & Administrative Officer.

The Chief Human Resources Officer provides leadership, supervision, and strategic oversight to our client's Human Resources (HR) department. The CHRO is responsible for directing workforce strategy, human resources policy development and compliance, compensation and benefits administration, recruitment, employee and labor relations, and regulatory compliance. The CHRO will serve on the leadership team, interact effectively with affiliated companies and programs, and act as a trusted internal and external business advisor. The CHRO will attend board of directors and committee meetings as necessary to provide insight on HR-related matters.

### **Roles and responsibilities include but are not limited to:**

- Develop HR plans and strategies to support achieving the overall enterprise objectives.
- Provides strategic direction and leadership to the HR department, including but not limited to recruitment, labor relations, contract negotiations and administration, HR compliance, workforce planning, compensation and benefits, employee relations, and staff and leadership development.
- Develops, implements, manages, and monitors human resources policies and procedures and recommends policies and policy changes to the Leadership Team and Board of Directors.
- Researches and analyzes industry trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law to communicate and apply changes in policies and practices.
- Leads employment relations including the negotiation efforts related to Collective Bargaining Unit contracts.
- Leads HR initiatives to promote equity, diversity, and inclusion across the enterprise.
- Promotes employee benefits, staff development, and recognition and retention strategies as a means of attracting qualified candidates to develop a workforce connected to mission, strategy, and organizational effectiveness.
- Supervises benefits administration and develops employee services per applicable policies, procedures, and government regulations.
- Directs plan audits, reporting, and compliance activities.
- Prepares budget, directs strategic planning, and supervises department's leadership team.
- Other duties as assigned.

### **Core Values and Leadership Competencies:**

- **Strategic Agility**
  - Proven track record of setting a vision and creating strategies in the midst of a complex, uncertain, and changing environment.
  - Models and inspires innovative thinking and helps the organization adapt to change and face adversity.
  - Synthesizes data and inputs effectively and communicates results so that others easily understand.
- **Communication**
  - Proven active listener who can appropriately synthesize information for all audiences.



- Demonstrated skill in representing the organization while influencing and inspiring action outside of the organization.
- Ability to create concise, clear, and appropriate messaging (verbal, written, etc.) within team, division, and organization.
- **Teamwork & Collaboration**
  - Track record of encouraging and gathering diverse opinions to create common ground, build trust, and provide innovative solutions.
  - Strong ability to build productive and collaborative teams by identifying and leveraging talents, building and maintaining accountability, and modeling inclusion and respect.
- **Managerial Courage**
  - Proven ability to create an environment of a welcome diversity of thoughts and opinions, even when it's not popular.
  - Models courage and determination to challenge current practices and mindsets at the most senior level while maintaining effective relationships.
- **Talent Development**
  - Demonstrated ability to identify future leaders, determine future capability needs, and support development plans to meet those needs.
  - Ability to model and create an overall environment of respect, diversity, and inclusion.
  - Understands the importance of supporting employees' well-being by working to address stress and vicarious trauma.
  - Highly skilled in coaching and developing competence in others.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Education, Certifications, and Work Experience Requirements:**

- A Bachelor's degree and seven years of progressively responsible experience in human resources management are required, with demonstrated experience in the areas of contract negotiations, labor agreement administration, compensation plan design, learning and development initiatives, and organizational effectiveness. A Master's degree in Industrial Development, Organizational Development, Human Resources, or a related field is highly desirable. SHRM Senior Certified Professional (SHRM-SCP), SHRM Certified Professional (SHRM-CP), PHR or SPHR certification preferred.
- **Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, employees, and the general public.
- **Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.



- **Computer Skills:** To perform this job successfully, an individual should know about ADP Workforce Now, Taleo, Internet, and various software applications as necessary to perform the function of the position.
- **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use their hands to finger, handle, or feel. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is moderate.