



# THE HUNTINGTON

Library, Art Museum, and Botanical Gardens

**Position Title:** Head of Human Resources

**Reports To:** Janet Alberti, Chief Financial Officer (with a direct line to the President as needed)

## Key Relationships

Direct reports: Human Resources Manager, Benefits & Leave Administration Specialist, and a Coordinator. Other key relationships: Finance staff, Senior Staff, Board of Trustees, Board of Governors, San Marino and Greater Los Angeles communities, institutional partners and peers. Additional outside consultants and vendors including insurance brokers, legal counsel, HR specialty consultants, and benefit providers.

## Position Description

Reporting to the Chief Financial Officer and supervising a team of three, the Head of Human Resources will lead the HR function and be responsible for creating dynamic and innovative people practices and align them with The Huntington's mission, values, and strategic plans.

The Head of HR is responsible for managing and directing all HR activities of The Huntington including hiring and on-boarding, compensation, benefits, performance review programs, training, legal issues, employee relations, employee engagement, culture, and diversity & inclusion.

The Huntington seeks a Head of Human Resources who can implement human resources best practices to ensure that The Huntington achieves its operational and strategic goals.

The overall mandate of this role is to transform the human resource function into a more agile, digital, and strategic partner to all stakeholders as well as position The Huntington as an employer of choice and a forward-thinking organization.

Fostering and carrying a mission-oriented, collaborative, and inclusive culture will be at the core of every aspect of this position.

## Specific Responsibilities

**General:** Deliver HR services, policies, and programs in a proactive and solution-oriented manner across the organization. Establish and implement HR efforts that effectively communicate and support The Huntington's mission and strategic vision. Ensure that the transactional aspects of HR are well executed and legally compliant. Counsel and advise staff at all levels as necessary.

**Trusted and Strategic Advisor and Resource for President, CFO, and Senior Staff:** Provide leadership guidance to the executive team in support of organizational development and implementation of strategic initiatives. Function as a strategic advisor to the executive/senior management of each division regarding key organizational and management issues.

**Leadership Development and Training:** Develop and implement a strategy to support and facilitate the development of management teams in the organization, focusing on both leadership development and

general manager training. Design and execute a training arc that builds year-over-year to elevate overall management team effectiveness. Design a combination of internal and HR-led trainings along with online and third-party consultant resources to meet organizational training objectives.

**HR Best Practices:** Develop and implement best practice policies and procedures for managing the human resources function. Maintain and leverage HR network in both non-profit and for-profit arena's; apply learning and best practice strategies as appropriate within The Huntington's structure and culture to support organizational growth and development consistent with strategic plans.

**Engagement:** Coordinate and implement an annual formal engagement survey process to measure staff engagement vs. established benchmarks; leverage results to support programs and strategies to increase staff engagement and support retention, development, and staff satisfaction.

**Diversity, Equity & Inclusion (DEI):** Provide leadership and strategic direction in DEI initiatives (in conjunction with the internal DEI Committee). Help ensure that DEI goals are met through staff recruitment, training, and awareness, leveraging of external resources/ consultants, recruiting and hiring practices, and promoting a culture of accessibility.

**Recruiting & Staffing:** Develop comprehensive strategic recruiting and retention plans to meet the human capital needs. Oversees recruitment from diverse sources, on-boarding and off-boarding processes. Ensure that recruitment efforts meet talent management and hiring objectives including internal promotions, external recruitment, diversity initiatives, EEO practices and legal requirements, and payroll expense/rate management objectives.

**Compensation & Benefit Programs:** Develop and implement compensation and benefits plans that are competitive and cost-effective. Manage annual health insurance options and enrollment. Ensure rewards programs are comprehensive, competitive, and align with business goals. Conduct compensation leveling studies and make recommendations as needed.

**Retirement Committee:** In conjunction with the CFO, ensure retirement plan ERISA compliance, TIAA (retirement plan), third party consultant vendor, and review of annual audit results, ensuring management of Retirement Plan assets and program.

**Performance Management:** Lead and manage performance management and annual review processes. Help to define organizational principles that enable delivery of individual and organizational performance outcomes. Guide training and program structure expectations to ensure frequent formal and informal performance and development coaching for the organization. Consult with division heads, CFO, and the President for pay raise recommendations.

**HR Team:** Align HR team with overall organizational goals and support effective collaborations with Payroll and Finance departments. Focus areas include: HRIS, wage and hour compliance, HR Best Practices, recognition programs, wellness programs, volunteers, on-boarding, benefits management including Healthcare and workers compensation.

### **Pivotal Experience & Expertise**

The Head of HR will value and appreciate The Huntington's mission and foster an environment that exemplifies the institution's core values of knowledge-making and dissemination, collegiality, collaboration, and transparency. Deep knowledge of human resource management needed. The successful candidate will be able to effectively and innovatively support the needs of multiple and varied constituencies including, leadership, staff, trustees, volunteers, visitors, and the greater community. Strong analytical skills are required, along with excellent verbal and written communication skills and expertise in HR technical aspects. A Bachelor's degree from an accredited college/university; MBA or MA/MS in human resources or related field a plus. SHRM or similar certifications highly desirable.

- **Human Resources Leadership:** A well-rounded HR executive, with a minimum of 10 years direct HR experience as a generalist, preferably in both non-profit and for-profit organizations, with positions of increasing responsibility.
- **Transformation:** Change management experience and inspiring leadership skills to foster a more inclusive culture, accelerate results, and keep employees motivated and engaged during the process.
- **Operational Excellence:** Strong credentials building robust HR operations infrastructure as well as designing and implementing HR systems, procedures, and strategies to meet defined objectives.

### **Behavioral Characteristics**

- A deep commitment to and engagement around the mission and values
- An enthusiastic and passionate individual with outstanding communication skills and the ability to talk to and reach a range of people and audiences across the organization.
- An action-oriented leader who is focused on continuous improvement and can drive flawless execution
- Ability to operate at all levels from “roll up your sleeves” to presentations to Boards.
- Outstanding communication skills, including excellent written, speaking, and presentation skills, and the ability to talk to and reach a range of people and audiences across the organization
- Self-aware
- Extremely collaborative and with the ability to create opportunities that facilitate buy-in and teamwork
- Resilient
- Emotional intelligence, and the ability to build trust in a variety of relationships through candor, reliability and authenticity
- Strong collaboration skills, a focus on positive intent and an interest in ensuring strong relationships with an ability to partner effectively with others in the pursuit of common goal
- The highest level of personal integrity, positive engagement, discretion, and confidentiality at all levels

### **Engagement Team**

If you are interested in exploring this dynamic opportunity, please contact:

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