



## POSITION DATA

**JOB TITLE:** HR Business Partner  
**DEPARTMENT:** Human Resources  
**REPORTS TO:** VP, Head of Human Resources  
**CLASSIFICATION:** Exempt  
**DATE:** November 2022  
**SALARY:** \$90,000 - \$100,000

## POSITION OVERVIEW

As an HR Business Partner at the 9/11 Memorial & Museum, you'll work closely with the Head of HR to create and implement creative innovative HR solutions for business-critical projects and requirements. You will partner closely with the business leaders to plan and deliver all aspects of HR including, Performance Management, Pay, Talent Acquisition, Learning & Development/Training, Employee Engagement/Culture, Employee Relations, and overall Workforce Planning.

## ESSENTIAL FUNCTIONS

- Provide leaders with the coaching and tools necessary to accelerate their business results by developing their people and improving team results.
- Partner closely with business leaders to drive the HR agenda.
- Provide advice and challenge managers on how to effectively deal with change within the organization and help to implement people-focused initiatives.
- Provide qualitative and quantitative data and information to guide and influence decision making.
- Provide consultation to business stakeholders through coaching, training, and advisory support.
- Cultivate strong meaningful relationships with staff members to build trust as their primary touchpoint.
- Serve as a trusted advisor and primary HR liaison for assigned business units.
- Maintain knowledge of legal requirements related to day-to-day management of employees ensuring compliance.
- Provide HR policy advice and interpretation.
- Identify training needs for business units and individuals.
- Lead and provides support for special projects as the need arises.

## REQUIRED SUPPORT FOR ORGANIZATIONAL EVENTS

- Participate in the Annual 5K Fundraiser and 9/11 Commemoration, as assigned.
- Assist with other special projects and events in support of 9/11 Memorial & Museum, as assigned.

## QUALIFICATIONS/SKILLS REQUIREMENT

- 2-5 years of experience in the HR function, preferably as an HR Business Partner.
- Ability to manage confidential information and use sound judgment.



- Proven expertise and experience serving in a consultative capacity to senior business leaders.
- BA/BS degree
- Strong stakeholder management skills
- Ability to manage multiple competing priorities
- Firm understanding of various HR disciplines including, performance management, employee relations, talent management, talent attraction and retention, and compensation.
- Strong interpersonal skills and the ability to form relationships.
- An appetite for exceeding expectations with a strong sense of urgency.
- Skilled team player who can communicate clearly and effectively.
- Ability to work in a hybrid work location.

#### How to Apply

- Include job title in the email subject field.
- Please indicate the location where job posting was seen.
- Please submit a resume and cover letter.
- Please visit <https://www.911memorial.org/job-opportunities>.

The National September 11 Memorial and Museum (9/11 Memorial & Museum) is an equal opportunity employer. Applicants who meet the qualification requirements of the role will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

The National September 11 Memorial & Museum (9/11 Memorial & Museum) is committed to an organizational culture that supports and reinforces our values regarding diversity, equity, inclusion, and accessibility (DEIA). We seek to build a collaborative, open, and equitable space where staff want to be, knowing that their contributions, professional expertise, and distinct voices are valued and respected. We encourage and celebrate an inclusive environment where candor and participation, when it comes to sharing ideas and collaborative problem-solving, are welcomed regardless of one's role at the Museum or background.

Reasonable accommodations may be made to qualified candidates, during the interview process, to enable individuals with disabilities an opportunity to interview.

Effective April 30, 2022, the National September 11 Memorial and Museum (9/11 Memorial & Museum) requires all eligible employees be fully vaccinated and boosted against COVID-19 as a condition of employment and provide proof of such vaccination prior to their joining the institution.