



POSITION DATA

Job Title: Vice President, Human Resources
Department: Human Resources
Reports To: Executive Vice President, General Counsel & Board Secretary
Date: August 2021

POSITION OVERVIEW:

The position of the Vice President, Human Resources reports to the Executive Vice President, General Counsel & Board Secretary and provides overall human resources leadership to the 9/11 Memorial & Museum. The Vice President of Human Resources oversees all human resources functions including talent acquisition, compensation, benefits and wellness, performance management, HRIS and employee relations. This position oversees a staff of four human resources professionals and provides support to a workforce comprised of approximately 200 full and part-time staff as well as on-site contractors and volunteers.

ESSENTIAL FUNCTIONS:

- Leads the human resources function that supports the institution's mission, values, and strategic goals.
- Builds trust and partners effectively with a broad range of individuals, including the President & CEO, Executive Management Team, senior managers, and employees.
- Serves as an advisor and sounding board for the institution's senior leaders, providing guidance on human resources and workforce management issues.
- Oversees sourcing and recruitment to ensure diverse and qualified candidates are attracted to the institution.
- Partners and supports the DEIA Committee and Talent Subcommittee on the execution of their goals on diversity, equity, inclusion, and accessibility.
- Ensures that the goal setting and performance management evaluation process continues to support the institution's strategic plan and the continued professional and personal development of staff.
- Oversees the annual compensation and promotion review process alongside the workforce committee and engages with organizational managers.
- Partners with a benefits broker on the design, negotiation and implementation of appropriate health and welfare benefit plans and programs.
- Co-Chairs the Wellness Committee to ensure that the overall health, wellness and wellbeing needs of employees are being met.
- Partners with an advisory firm and Fiduciary Committee to provide oversight and management for the 403 (b) retirement plans.
- Oversees annual employee trainings and policy acknowledgements for Behavior in the Workplace, Code of Conduct and Conflict of Interest Questionnaire.
- Oversees all employee relations activities including investigations, addressing grievances, and providing advice and counsel to managers to ensure a positive work environment.

- Partners closely with Senior Managers at 200 Liberty Street and Museum/Memorial plaza to ensure policies, practices and communications impacting employees are balanced and equitable and not viewed through the lens of “corporate/office staff” vs. “museum/on site staff”.
- Develops, reviews, and implements progressive human resources policies, best practices, and procedures to maximize organizational effectiveness, retention and employee satisfaction.
- Ensures compliance with all relevant state, federal, and local labor laws and reporting requirements.
- Utilizes Ultipro tools to provide ad hoc reports on turnover, headcount, and other human resources metrics.
- Oversees the human resources department budget.

REQUIREMENT TO SUPPORT ORGANIZATIONAL EVENTS

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

QUALIFICATIONS/SKILL REQUIREMENTS:

- Broad and deep experience as a human resource business partner with exposure to all core functions including recruiting, compensation and benefits, leadership and management development, and employee relations.
- Minimum 15 years of progressive human resources generalist experience supporting senior leadership teams, preferably in non-profit institutions.
- Experience with organizations that have hourly part time staff and full time corporate staff, a plus
- Team player and collaborator with ability to contribute at both the strategic and operational levels.
- Strong business acumen and ability to translate the goals/objectives of the institution into human resources solutions.
- Ability to provide coaching expertise across the institution at all levels.
- Knowledge of the legal aspects affecting HR policies and procedures, including maintaining current knowledge of relevant changing federal and state laws and regulations.
- Excellent written and oral communication skills; ability to effectively communicate with all levels of the organization. Excellent interpersonal and listening skills.
- Strong employee relations experience as well as counseling and advising on sensitive issues.
- Bachelor’s Degree required; an advanced degree in Human Resources or a related area is a major plus.
- A commitment to the mission of the institution/ability to build and enhance a culture of remembrance and living history.

How to Apply

- Include position you are seeking in the email subject line
- State the location where job posting was seen
- Send Resume and Cover Letter to 911mmhrjobs@911memorial.org

