

John D. & Catherine T. MacArthur Foundation
Chicago, Illinois

Position Specifications

Associate Director, Human Resources Systems

Summer 2012

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MacArthur Foundation



macfound.org

THE OPPORTUNITY

Overview:

The John D. and Catherine T. MacArthur Foundation supports creative people and effective institutions committed to building a more just, verdant, and peaceful world. In addition to selecting the MacArthur Fellows, the Foundation works to defend human rights, advance global conservation and security, make cities better places, and understand how technology is affecting children and society.

MacArthur is one of the nation's largest independent foundations. Through the support it provides, the Foundation fosters the development of knowledge, nurtures individual creativity, strengthens institutions, helps improve public policy, and provides information to the public, primarily through support for public interest media.

The Foundation makes grants and loans through four programs.

International Programs focus on international issues, including human rights and international justice, peace and security, conservation and sustainable development, higher education in Nigeria and Russia, migration and human mobility, and population and reproductive health. MacArthur grantees work in about 60 countries; the Foundation has offices in India, Mexico, Nigeria, and Russia.

U.S. Programs address issues in the United States, including community and economic development; housing, with a focus on the preservation of affordable rental housing; juvenile justice reform; education, with an emerging interest in digital media and learning; and policy research and analysis.

Media, Culture, and Special Initiatives support public interest media, including public radio, documentary programming, and work to explore the use of digital technologies to reach and engage the public. Grants are also made to arts and cultural institutions in the Chicago area and for special initiatives.

The MacArthur Fellows Program awards five-year, unrestricted fellowships to individuals across all ages and fields who show exceptional merit and promise of continued creative work. It is limited to U.S. citizens and residents.

To learn more about the Foundation, please visit www.macfound.org

Vision:

Committed to building a more just, verdant, and peaceful world.

The Position:

Reporting to the Chief Human Resources Officer (“CHRO”), the Associate Director, HR Systems will manage the operational aspects of the human resources function at the Foundation. He/she will be the team leader for the operational side of HR including HRIS (Workday), benefit administration, and compensation plans. The primary areas of accountability are in: systems implementation; relationship management with the vendors; insurance billing and budget; preparation and analysis of reports; and recommendation of plan designs with the objective of maintaining plans that are current and compliant to government regulations and Foundation policies. Having recently purchased Workday as the HRIS, the Associate Director will review MacArthur’s systems and interfaces with other areas and recommend best practices for HR business processes.

In a secondary role, the Associate Director, HR Systems will serve as back-up to the CHRO in areas of employee relations, staff development, and performance management.

Specific responsibilities include:

- Participate collaboratively in all areas of HR and will serve as the lead or as a team member on a variety of systems and operations focused projects within the HR Department and in Foundation-wide projects and initiatives.
- Working closely with the CHRO and the HR team, organize and manage communication of employee policies, guidelines and procedures documents. Stay up-to-date on current trends in HR and employment law and advise as warranted.
- Manage, organize, and communicate salary information to supervisors. Research current trends, market value, competitive data, salary levels, job grades and subsequent maintenance, and merit recommendations.
- Oversee maintenance of filing, record keeping systems, and reporting in accordance with all applicable laws and compliance issues.

The Human Resources Team:

The HR team consists of a HR Associate, who among other areas manages the recruiting process; a Senior HR/Benefits Administrator and a HR/Benefits Administrator. The CHRO focuses primarily on workplace culture, recruiting, performance management, staff development, employee relations, and oversight of the overall HR function.

Candidate Profile:

The personal characteristics of a successful candidate include:

- Demonstrated ability in IT and as a systems thinker: able to view a current process and assess effectiveness with the entire system in mind and work collaboratively between other departments for mutually optimal results.
- Extremely organized with a proven ability to effectively manage simultaneous projects and tasks with a keen eye and memory for detail.
- Ability to balance being a member of a team and being results oriented.
- Effective communicator (interpersonal, writing, presentations, etc.).
- Proven ability to effectively prioritize multiple and/or conflicting tasks or requests.
- Active contributor of ideas, opinions, and skills toward the achievement of common goals; partners with other knowledgeable experts as to what is best for customers and the Foundation.
- Ability to critically review a process and its subcomponents and assess which components should be changed.
- History of responding quickly and accurately to requests for information from internal and external personnel.

Required Qualifications:

- Six or more years of HR experience with an emphasis in systems (HRIS), benefits, and compensation, including a demonstrated knowledge of compliance (applicable government laws and regulations).
- Proven HRIS experience that includes developing new processes and implementing best practices.
- Positive track record as an effective project manager, relationship manager, and team player.
- Masters in HR or Business, SPHR and/or CEBS preferred.
- Experience as an HR generalist is helpful, including the familiarity with recruiting, employee relations, labor law, and performance management.
- Genuine interest in the work of the Foundation.

Why consider the opportunity?

- **Mission:** The MacArthur Foundation invests in people, programs, and research that make the world a more just, verdant, and peaceful place. It is a rewarding place to be a part of.
- **Stability:** The Foundation is financially healthy with over \$5.5B in assets.
- **Impact:** The position affords the opportunity to bring your expertise to the table and to make a meaningful impact on HR processes and overall department performance.
- **Employee Satisfaction:** MacArthur operates within a culture that values work/life balance. The benefits offered to employees are second to none.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled. Nominations, expressions of interest, and applications (including a statement of application and curriculum vitae) should be submitted via email to bbaldino@summitsearchsolutions.com.

For further information:

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