



The American Physical Society has retained Nonprofit HR to conduct this open search for their Human Resources Director

The American Physical Society (APS) is a nonprofit membership organization with an operating budget of \$55 million dollars and over 55,000 members working in academia, national laboratories, and industrial sectors. We are the leading society for physicists in the U.S. and throughout the world. This position is based at the APS headquarters office located in College Park, MD (walking distance from the College Park Metro Station).

Position Summary:

The HR Director is responsible for leading strategic initiatives and day-to-day activities within the Human Resources Department for all our locations which include College Park, MD; Ridge, NY; and Washington, DC. They will report to the Chief Financial Officer (CFO).

Key Responsibilities:

- Partner with the Chief Financial Officer (CFO) and the Senior Management Team (SMT) to identify and address the critical needs of the organization and achieve goals that support a long-range people strategy.
- Partner with CFO on planning and implementing strategic culture and change initiatives with focus on sponsoring and driving events and programs designed to increase employee engagement across the organization.
- Partner with CFO and senior staff on organizational design work, analysis of talent and co-development of communication plan.
- Lead and manage the performance management process, promotion process and salary administration.
- Partner with senior staff to ensure effective succession planning and talent movement as part of talent acquisition process and retention of employees.
- Direct the APS employee benefits program including: major medical/hospital coverage, dental coverage, vision coverage, prescription drug coverage, life insurance, workers compensation, short-term and long-term disability insurance, retirement plan, tuition reimbursement, and the employee assistance program.
- Oversee the APS employee compensation program including annual merit process, annual salary and benefit budgets with the CFO, regular market value compensation analysis, developing fiscal year grade salary ranges, employee promotion guidelines and other compensation related activities.
- Oversee the APS employee relations programs to identify, address and resolve problems. Also, provide support to SMT and supervisors to ensure appropriate application of performance guidelines, policies and procedures are followed in a proper manner.
- Take responsibility for all aspects of compliance related to wage and labor laws, leave laws, and related federal, state and local guidance that impacts all or some APS employees or its independent contractors.
- Oversee the maintenance of internal APS documentation for employees.
- Develop and oversee the Human Resources operating budget and support the annual budgeting process to develop organization wide budget for total compensation and benefits expenses.
- Represent APS at unemployment hearings and assist legal counsels in defending the Society when labor law problems arise.

- Recommend and arrange employee training and professional development programs. Also, oversee the adherence to the guidelines and procedures of the Society's College Tuition Reimbursement Policy and the Seminar and Continuing Education Course Payment Policy.
- Participate in industry appropriate meetings including but not limited to Society of Human Resources (SHRM), CESSE and other affinity groups related to human resources, compensation, benefits, etc.

Qualifications

Education: Bachelor's degree in human resources, industrial relations or business-related field.

Experience, Knowledge, Skills and Abilities:

- Strong HR leadership experience in leading all HR planning and operations for small to mid-size companies.
- Minimum of 15 years of HR experience with preferred 3 or more years of previous experience as an HR Director.
- Strong experience in supervising an HR team of 4 or more.
- Prior experience of leading and executing compensation design, health and welfare benefits design, talent acquisition, performance management and compliance requirements.
- Ability to manage multiple projects/deadlines with versatility while staying on time and on budget.
- Excellent organizational, analytical, and problem-solving skills.
- Proactively identify and respond to needs.
- Ability to take initiative in identifying and responding to issues as they arise.
- Strong, polished interpersonal, written, and oral communications skills are necessary.
- Understand and apply basic supervisory principles involved in motivating people, resolving conflicts, allocating resources, role modeling desired behaviors, and coordinating people and tasks.
- Proficient in commonly used technology platforms and software, including Google Business Applications, Gmail, and Microsoft applications.
- Ability to adapt to quickly changing schedules.
- Ability to work well with interdepartmental teams.

Travel

Position may require occasional business travel to work at meetings and events.

To apply, send cover letter and resume to the attention of Yvonne Rivera, Director, Talent Acquisition, Nonprofit HR, via email: yrivera@nonprofithr.com.

APS is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status. EOE M/F/D/V