**Toledo Museum of Art**

Job Description

**Job Title:** Director of Human Resources

**Department:** Human Resources

**Reports To:** Museum Director and CEO

**FLSA Status:** Exempt

**Employment Status:** Full-Time

**Apply on the Toledo Museum of Art website** [**https://www.toledomuseum.org/jobs-internships**](https://www.toledomuseum.org/jobs-internships)**.**

*Since our founding in 1901, the Toledo Museum of Art has earned a global reputation for the quality of our collection, our innovative and extensive education programs, and our architecturally significant campus.*

*And thanks to the benevolence of its founders, as well as the continued support of its members, TMA remains a privately endowed, non-profit institution and opens its collection to the public, free of charge.*

**SUMMARY**

Serves as a strategic partner to the Director and senior leadership of the Museum. Reports to the Director and CEO and regularly interacts with the Board of Directors and the Leadership & Governance Committee. Fosters an inclusive environment in which all employees feel a sense of purpose and belonging. Responsible for building a best-in-class workforce to support the organization’s mission and vision. Leads the human resources function, including talent acquisition and retention, performance management, compensation and benefits administration, training and staff development, regulatory compliance, employee and labor relations, and human resource information systems and records management.

**KEY ACCOUNTABILITIES**

* Collaborates with Director/CEO and senior leadership to align HR strategy with the organization’s goals, mission and vision.
* Builds and maintains positive relationships with Director/CEO and management team members.
* Develops and implements HR programs that achieve the organizations strategic goals including performance and talent management, workforce planning, organizational development and succession planning.
* Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and employee engagement surveys to support the organization’s human resource strategy and compliance needs.
* Conducts research and analysis of organizational trends including review of reports and metrics from the organization’s human resource information system (HRIS) or talent management system.
* Provides regular updates to the Director/CEO, leadership team, Leadership and Governance Committee and Board of Directors on employee-related programs and results.
* Monitors and ensures the organization’s compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
* Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
* Develops and implements departmental budget.
* Oversees and administers labor contract negotiation and administration for the Facilities group.
* Facilitates professional development, training, and certification activities for HR staff.
* Performs other duties as required.

**EDUCATION AND EXPERIENCE**

* Bachelor’s degree in Human Resources, Business Administration, or related field required; Master’s degree preferred.
* Ten years of human resources experience demonstrating increased leadership responsibilities over time; experience should include most of the following areas:  employee relations, compensation, benefits administration, talent acquisition, performance management, development of and application of policies and procedures, management of HRIS systems and records, and management of a budget.
* Consideration given to candidate with expertise in talent acquisition and development.
* At least five years of management experience.
* SHRM-CP and/or PHR required; SHRM-SCP and/or SPHR preferred.

**SPECIALIZED KNOWLEDGE, COMPETENCIES AND ABILITIES**

* Excellent verbal and written communication skills.
* Excellent interpersonal and negotiation skills.
* Excellent organizational skills and attention to detail.
* Excellent time management skills with a proven ability to meet deadlines.
* Strong analytical and problem-solving skills.
* Strong supervisory and leadership skills.
* Ability to adapt to the needs of the organization and employees.
* Ability to prioritize tasks and to delegate them when appropriate.
* Thorough knowledge of employment-related laws and regulations.
* Proficient with Microsoft Office Suite or related software.
* Proficiency with or the ability to quickly learn the organization’s HRIS and talent management systems.

**WORK ENVIRONMENT**

Standard office environment with related phone, computer, and printer noise. Position requires ability to operate a computer and other office productivity machinery, such as a calculator, copy machine, printer, and phone system.

*The Toledo Museum of Art provides equal opportunity for employment and promotion to all qualified employees and applicants. No person shall be discriminated against in employment on the basis of race, color, religion, gender, age, national origin, marital status, disability, sexual orientation, veteran status or any other status or condition protected by applicable federal or state statutes. The Museum is committed to maintaining an environment in which all employees are treated equitably and given the opportunity to achieve their full potential in the work*place.