



**Position:** Senior Director, Human Resources and Operations

**FLSA Status:** Exempt

**Responsible to:** President and CEO

**We are change agents, unleashing the strengths of individuals, teams and organizations to be at their very best every day. Our team of experts create programs and services for partners around the world that consistently deliver increased engagement, performance and learning.**

#### **SUMMARY:**

As a senior director, you will work very closely with the CEO, two additional members of the leadership team, and all MA staff to ensure our operations and all HR functions are robust and seamlessly integrated across the organization in a manner that supports our culture and objectives. You are a proven leader with exceptional capacity as a systems thinker who relishes creating process that support culture management and the highest possible performance in a diverse and equitable organization. Celebrated for your capacity to add value by building collaborations and leading by influence, you are a hands-on leader that thrives in a fast-paced environment with high standards for excellence, inclusion and belonging.

#### **KEY RESPONSIBILITIES:**

- Coordinate HR functions including staff development (recruiting, onboarding/offboarding, reviews, career progression, professional learning, team retreat, informal recognition, culture development and measurement) and administration (personnel policies, maintenance of personnel records, staff deployment, and workload balancing)
- Manage relationship with external benefit providers and serve as an internal point of contact for staff support
- Determine and maintain appropriate out-sourced services for technology and other functions to maintain systems, network, and technology needs
- Ensure efficient, cohesive, processes across the organization. e.g. customer contracting processes, strategic planning processes, external contract management
- Manage the organization's physical infrastructure, systems maintenance leases and subleases
- Seek to continuously improve the organization by identifying and implementing best practices and improving internal systems with an eye toward future needs and budget realities
- Work directly with the CEO on MA Board development and processes
- Serve as a critical member of a four-person leadership team and lead other programmatic and strategic efforts, as needed

## IDEAL QUALIFICATIONS AND REQUIREMENTS:

- A Bachelor's degree with a minimum of 5 years or more leadership experience, preferably in a non-profit
- Demonstrated success building, implementing, and sustaining organizational systems and processes
- Experience with HR functions, staff and culture development and management
- Capacity to lead positively and productively at the strategic and tactical level with a solutions orientation and the skill and to manage competing demands.
- Track record of selecting and managing vendors (including organizational technology) and external partnerships
- Evidence of divergent thinking to create innovative solutions
- Team player who genuinely values working with colleagues and embodies our organizational values and has a commitment to our organizational purpose.
- Experience in diverse, inclusive organizations that live the highest standards for equity
- Flexibility, perseverance and a sense of humor under pressure are a significant plus!

## Here's a little bit more about who we are and what we value:

Much has changed since the Academy sprung to life in 1992. Growing from an innovative, local, public-private partnership with a mission to create world-class professional learning, MA now reaches across the U.S. and around the world. Our partnerships have taken us to China, New Zealand, Mexico, Canada, United Arab Emirates, Sweden and Australia and our work has been featured in numerous publications including *EdWeek*, *Live Happy*, and *US News and World Report*. But...no matter where we are working or who we are talking to some things never change. It will always be true that:

- we are driven
- we are grounded in science
- we are uncommon
- we are system activators
- we make a difference

## Our Core Purpose

We create extraordinary strengths-based learning experiences that boost engagement, learning, and performance and ultimately transform cultures.

## Our Vision

We envision schools, organizations and neighborhoods as thriving ecosystems where everyone expresses the best within themselves as part of our shared humanity.

## Our Values

### Learn Every Day

Question. Grow. Invent.

### Go Further Together

Celebrate others. Pay it forward. Together change the world.

### Spread Joy

Find your passion and share it. Laugh, it is a good thing.

### Lead Through Service

Take initiative. Activate others' strengths. See the impact.

### Wow Every Time

Every moment. Every act. At our best.

**To Apply:**

Applications including a cover letter describing your interest and qualifications, your resume, and where you learned of the position should be sent to: [info@mayersonacademy.org](mailto:info@mayersonacademy.org). In order to expedite the internal sorting and reviewing process, please include your name (Last, First) as the only contents in the subject line of your email.

We strive to be an organization that is diverse and reflects the fullness of society. With a strongly held value for an organizational culture characterized by inclusion and belonging, we are committed to equity in all we do. We are especially interested in candidates who can contribute to our organization's diversity and who want to walk alongside us in our commitment to inclusion and equity.

Due to the pace of this search, applications are encouraged to apply as soon as possible. Interviews are expected to begin in early September.