

Anchorage Museum

Title: Chief Human Resources Officer

Reports To: Museum Director/CEO

FLSA Status: Exempt

EEO Class: Exec/Sr. Officials & Managers

Approved by: Museum Director/CEO

The Anchorage Museum is for people, place, planet, and potential, in service of a sustainable and equitable North, and with creativity and imagination for what is possible. We strive to be a place of ideas and transformation, narratives and perspectives, resilient and relevant communities, and responsive to a rapidly changing world toward a better future for all. We welcome diversity and inclusion and recognize all are enriched through diverse voices, viewpoints, and skillsets. The Anchorage Museum is committed to creating an anti-racist, fully inclusive organization and is an equal-opportunity employer.

Summary Position Statement:

Under the general supervision of the Museum Director/CEO, this position is responsible for the driving HR best practices for the organization as well as oversight of all human resource services, professional development, policies/programs pertaining to employment, compensation, benefits, performance management, employee relations, recruiting/retention, and employment-related compliance with all federal, state and local laws. As a member of the leadership team, the incumbent will act as a strategic partner to influence leadership and drive results for all human resources efforts, including working with staff members and other colleagues on diversity, equity, accessibility, and inclusion culture initiatives.

Essential Functions

- Understand, research, lead and implement HR best practices to help ensure the Museum as a leading employer, designed to enhance the overall employee experience
- Support the Museum's mission, values, vision, and core commitment to the visitor experience, community engagement, and institutional relevancy for the future
- Contribute to and support the museum's strategic plan, annual priorities, and institutional initiatives such as Diversity, Equity, Access, and Inclusion
- Design and implement strategies, including contributing to ongoing education programs, to build the capacity to work effectively, respectfully, and equitably in alignment with DEAI priorities and plans
- Contribute to a positive organizational culture based on mutual respect, and a spirit of collegiality, cooperation, and openness to many perspectives
- Participate in a culture of ongoing learning, collaboration, innovation, creativity, and community engagement
- Lead the design, development, and implementation of HR programs, policies, and strategies tailored to meet Museum needs and programmatic goals; evaluate strategies to measure the achievement of established goals and provide for effective management of resources

- Act as an advisor, leader, and resource on all related organizational development and human resource matters; provide consultation to management on organizational design and talent management issues
- Drive employee engagement and retention efforts, collaborating with leaders to develop effective internal communications strategies, processes, tools, and training to promote a positive institutional culture
- Develop human resource management policies, systems, and processes that contribute to the acquisition, retention, motivation, and development of museum managers and teams
- Nurture a culture of belonging and trust to attract and advance diverse talent, and ensure that systems that affect advancement are fair and equitable
- Develop an innovative vision for talent acquisition and establish best-in-class recruitment practices to meet current staffing needs and build a pipeline for the future
- Develop strategy for ensuring diverse slates of candidates (internal and external) and establish and implement processes for external hiring, internal role changes, and promotions
- Implement talent management tools including analytics, compensation surveys, and performance management processes to strengthen a strategic, goal-driven management and culture
- Act as a strategic partner with leadership and drive results for all human resources efforts
- Establish and implement HR efforts that effectively communicate and support the organization's mission and strategic vision
- Provide coaching and counseling to management and staff to enhance individual contributions
- Develop and implement comprehensive compensation and benefits plans that are competitive and cost-effective for the museum
- Serve as benefit plan administrator for organizational benefit and retirement plans
- Ensure compliance with all required federal, state and local employment related statutes and processes
- Manage employee grievance process
- Develop and implement staff trainings
- Manage the HR department budget; review and negotiate HR-related contracts and agreements
- Comply with all organization policies, procedures, and programs

Non-Essential Functions

- Foster good relations with visitors, volunteers, community leaders, contractors, and fellow staff members by promoting positive attitudes, good will, cooperation, and providing high standards of service
- Provide policy training to staff, and/or contractors as needed
- Perform other duties as assigned

Knowledge/Skills/Abilities

- Strategic thinking and problem-solving skills, with the ability to analyze and problem-solve situations of both technical and personal natures
- Advanced knowledge of Microsoft Office

- Achieves goals and aligns interests through cooperation and collaboration with other groups and cross-functional teams, even where no direct reporting relationship exists
- Excellent written and verbal communication skills, confident and effective in explaining concepts and situations to employees at all levels, including Board members
- Ability to maintain high degree of confidentiality, professionalism, poise, tact, and diplomacy to accomplish work objectives
- Excellent relationship-building skills with a demonstrated ability to work well with people from a wide variety of backgrounds
- Problem-solving, the ability to identify root cause, realize, and implement solutions
- Demonstrates vision, passion, commitment, and integrity, transparency, taking responsibility and building trust
- Ability to work in a fast-paced environment with demonstrated ability to prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate
- Motivated self-starter

Qualifications

- Bachelor's degree in human resources, business administration or related field or a combination of education and work experience may be substituted
- Master's degree preferred
- Minimum of 4-6 years broad-based HR experience with 3-4 years at a management level, preferred
- Two years' experience as a people manager
- PHR/SPHR or SHRM-CP/SCP certification preferred

Leadership Expectations

As a member of the leadership team, the incumbent is expected to model the following traits:

- Foster and maintain open communication and collaboration and actively engage in the exchange of ideas and maintaining constructive relationships
- Initiative and creativity in all aspects of the position
- Lead by example by maintaining a high standard of professional ethics and conduct
- Treat everyone with dignity and respect
- Support and uphold the policies and procedures of the Museum

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.

Physical Demands

The work environment and the physical demands of this position are typical of an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear. The employee is regularly required to stand; walk; and occasionally required to stoop, kneel, crouch or crawl. The employee

must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.