

Senior Director, Human Resources

The Indiana Historical Society is seeking an experienced and strategic thinking Senior Director, Human Resources to manage, direct, and evaluate all human resources policies and programs. Position is a key member of the senior leadership team working directly with and reporting to Vice President, Business and Operations.

Responsibilities include: manage and oversee all human resource and volunteer operations: manage all third party vendors for benefits, retirement plan, and HRIS/payroll software; develop policies and procedures based upon needs and requirements of the institution; research and interpret patterns and trends to make decisions and make recommendations; cultivate and maintain relationships with staff to create a trusted environment. Other responsibilities include:

- Work with employees and management team to communicate human resources policies, procedures, and standards. Maintain employee handbook, update it annually, and verify that it is legally sound. Consistently enforce policies contained therein.
- Act as administrator for IHS "Salary Administration Guidelines." Provide annual salary and benefits costs to approximate budget allocation.
- Serve as plan administrator for benefits package.
- Manage recruitment activities for open positions at all levels of the organization.
- Maintain personnel files and ensure legal compliance as it pertains to human resources throughout all functions of IHS.
- Perform supporting hiring and termination activities such as résumé review and exit interviews.
- Implement, review, and periodically evaluate performance appraisal system to ensure cohesion with IHS strategic goals and missions.
- Act as mediator for employee conflicts as they arise.
- Coordinate agenda for monthly staff meetings.

Qualifications

Qualified candidates will have a Bachelor's degree in Human Resources Management, Business, or related field. 5 years HR generalist experience, excellent communication and interpersonal skills and experience with HRIS.

Other Information

A full-time position, salary is commensurate with experience and skills. Benefit package includes health, dental, life, long-term disability, and employer/employee funded retirement plan.

Interested individuals may direct resume information to Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202 or hr@indianahistory.org.