

Vice President, Human Resources

The American Occupational Therapy Association, Inc. (AOTA)

The Vice President, Human Resources is an experienced professional who will serve as a member of the leadership team overseeing the AOTA's strategic human resources activities. This position is based out of AOTA's North Bethesda headquarters in the DC metropolitan area with telework options.

The Opportunities of this Position:

As the Vice President, Human Resources at AOTA, you will be responsible for providing strategic direction, leadership, and management of all human resource initiatives in alignment with AOTA's strategic and operational directions.

The Responsibilities of this Position:

- Partner with the senior leadership team in strategic decision making and operations to enhance AOTA's human capital programming and build capacity.
- Plans, directs, and implements the activities of the Association's Human Resources function including: Recruitment, On-Boarding, Performance Management, Diversity/Equity/Inclusion (DEI), Compensation, Benefits, Employee Relations, Training and Development, Employee Engagement, and Compliance.
- Work with the staff, board, and committees to provide insights and guide development of initiatives.
- Identifies key performance indicators for the organizations human resource and talent management functions; assesses the organizations success and market competitiveness based on these metrics.
- Researches, develops, and implements competitive compensation, benefits, performance appraisal, and employee incentive programs.
- Develops and interprets Human Resources policies and procedures.
- Ensures compliance with employment, benefits, insurance, safety, and other laws, regulations, and requirements.
- Maintains knowledge of laws, regulations, and best practices in employment law, human resources, and talent management.
- Drafts and implements the organizations staffing budget, and the budget for the human resource function.

Qualifications for this Position:

- Strong HR leadership and with demonstrated business partnership experience in supporting integrations, growth, and organizational development.
- Demonstrated success translating business strategies into organizational and HR strategies and actions.
- Comprehensive HR experience, including a complete understanding of and hands-on exposure to the full mix of HR functions.
- Ability to balance multiple projects, prioritize work, problem solve and deliver results.
- Highly analytical and critical thinker with demonstrated success using data to drive decisions.
- Excellent communicator.
- Master's degree from an accredited institution in Human Resources, Organizational Development, Business Administration or related field.

- Seasoned executive leader with ten or more years of related work experience with demonstrated success in Human Resources, Organizational Development, Business Administration, Association Management or related field, preferably in healthcare and/or non-profit management.
- A different combination of formal education and experience will be considered.
- Professional certification in Human Resources strongly preferred (SHRM-CP or SHRM-SCP).

AOTA offers a comprehensive benefits package that includes 401(k) match, health insurance, transportation/parking subsidy, plus much more! E-mail resume, cover letter with salary expectations to jobs@aota.org or send to: AOTA, HRJob/VPHR, 6116 Executive Blvd, Suite 200, North Bethesda, MD 20852 or Fax: 240-762-5147.

AOTA is an equal opportunity employer. AOTA is committed to attaining a diverse workforce that is representative of the community. Individuals with disabilities, veterans, women and minorities are encouraged to apply.