Job Description – Chief Human Resources Officer

Client: The Association of American Medical Colleges (AAMC)

Position/Title: Chief Human Resources Officer (CHRO)

Reporting Line: President & CEO

Work Mode: Hybrid

Search Firm Contacts: Milton Hall, MHall@HumanCapitalLLC.com
Kevin Root, KRoot@HumanCapitalLLC.com

Introduction:

The Association of American Medical Colleges (AAMC) has retained Human Capital Consultants, LLC to lead the search for a Chief Human Resources Officer. The AAMC is a not-for-profit association dedicated to transforming health through medical education, health care, medical research, and community collaborations.

More About the Association of American Medical Colleges:

The Association of American Medical Colleges leads and serves the academic medicine community to improve the health of people everywhere. Founded in 1876 and based in Washington, D.C., the AAMC is a not-for-profit association dedicated to transforming health through medical education, health care, medical research, and community collaborations. Its members comprise all 170 accredited U.S. and Canadian medical schools; nearly 400 major teaching hospitals and health systems, including 51 Department of Veterans Affairs medical centers; and more than 70 academic societies. Through these institutions and organizations, the AAMC serves the leaders of America’s medical schools and teaching hospitals and their 193,000 faculty members, 96,000 medical students, and 153,000 resident physicians.

Statement on Equity, Diversity, & Inclusion:

The AAMC is committed to equity, diversity, and inclusion and leads and supports initiatives and projects to advance equity, diversity, and inclusion in the academic medicine community. The AAMC develops strategic initiatives to cultivate a diverse and culturally prepared workforce, advance inclusion excellence, imbue equity-mindedness, and enhance engagement with local communities.

Summary of Position:

The Chief Human Resource Officer (CHRO) is responsible for designing and executing strategies that attract, develop, engage, and retain the best people needed to help the AAMC achieve its mission “to improve the health of people everywhere” in a manner that advances AAMC’s commitment to becoming a diverse,
equitable, inclusive, and anti-racist organization. In an evolving hybrid work environment, the CHRO is a proven collaborative organizational leader with a strategic enterprise view, proven ability to execute, and equally important, proven ability to influence organizational change.

Reporting to the President and CEO, the CHRO will serve as a member of the AAMC Leadership Team and be responsible for the organization’s Human Resources function. The CHRO leads a staff of twenty-two (22) and directly supervises the Senior Director of Talent Management; Director of Total Rewards; and Director of Diversity, Equity, and Inclusion.

The CHRO is responsible for instilling a culture of inclusion, teamwork, accountability, high performance and developing and implementing a plan to address the talent needs of the organization as it evolves as a hybrid organization during this time of shifts in key sectors upon which the AAMC depends for critical talent.

Key Accountabilities and Responsibilities:

1. **Sets Overall HR Strategy.** Assesses AAMC organizational strategies and aligns the HR function (programs, policies, practices, metrics, staffing, and solution delivery) to meet the needs of the AAMC in the present and for the future. Working collaboratively with other executive and senior leaders, the CHRO will effect change in organizational culture.

2. **Leads the AAMC in its evolution as a hybrid organization.** In March 2022, after having employees work remotely for almost 2 years, the AAMC transitioned to a hybrid organization with employees now working in 38 states.

3. **Provides Leadership of Human Resources Team.** Provides overall direction, assures role and goal clarity, and provides performance feedback, development, and coaching for HR staff. Recruits, assesses, and selects top talent; prepares HR staff leaders for advancement and succession. Provides support for the HR team in prioritizing initiatives, programs, and projects to ensure sustainable bandwidth for the team and timely delivery for the business. Along with the Chief Diversity & Inclusion Officer, serves as a co-executive sponsor of the Diversity, Equity, & Inclusion Council. Serves as executive sponsor of the Administrative Professionals Group.

4. **Leads Talent Management Processes.** Provides strategic organizational leadership for talent acquisition, performance management, employer branding and workforce planning, including training, development, and retention of staff with a key focus on leadership development across the organization. Leads the evaluation of the current learning and development programs for all levels of the organization. Leads the organizational goal-setting process.

5. **Leads Operations and Total Rewards Strategy and Execution.** Leads the evaluation of current compensation and benefits program offerings against the needs of the current and future employee population and the market. Assesses and recommends adaptations to current programs and/or implementation of new programs across the HR portfolio. Provides leadership in driving improvements to efficiencies, effectiveness, and user experience of existing HR operations, technologies, and resources.

6. **Serves as Liaison with the Board of Directors’ Executive Compensation and Evaluation Committee.** Supports the committee chair in executing the work defined in the committee charter. Leads the development of the executive incentive plan goal setting process. Works closely with the external executive compensation partner, contracted by the Board of Directors, to support and document compliance with compensation-related requirements based on the AAMC’s tax-exempt status.

7. **Acts as Human Resources Collaborator and Business Partner.** Serves as a critical business partner throughout the organization by providing consultative expertise regarding human resources and organizational effectiveness. Teams with senior leaders to generate solutions, build consensus, influence adoption, and assure follow-through on workforce-related issues and initiatives.
8. **Oversees the Budgets for the HR Function and AAMC Employee Benefits Programs.** Leads financial planning activities for the HR function related to expense management and cost controls. Oversees the budget for all AAMC benefits.

9. **Ensures Workplace Regulatory and Internal Controls Compliance.** Provides expert consultation to senior leadership in managing employer risks; ensures compliance of HR data management reporting, processes, and practices with all applicable laws, regulations, and policies. Chairs the AAMC Retirement Committee and ensures that decision-making and documentation processes satisfy ERISA requirements. Works with Legal Services and Internal Audit to ensure compliance with internal controls and policies. Prepares for and responds to external agency audits and findings, as necessary.

10. **Serves as a Member of the AAMC Leadership Team.** Participates on the leadership team in a collaborative, strategic and inspiring fashion. Partners closely with other leaders to drive organizational progress while ensuring accountability. Visibly demonstrates the values of the AAMC while working as part of a team to advance the broader mission and initiatives of the AAMC.

**Critical Leadership Competencies:**

- **Enterprise Mindset:** Puts the needs of the overall organization first—making decisions based on the greater good. Speaks up and makes tough decisions in service of organizational needs. A leader with an enterprise mindset pushes beyond the group and divisional needs, breaking down siloed thinking with the aim of producing results that benefit the organization. Still advocates for team and domain needs where appropriate.

- **Values Difference:** Recognizes the value that different perspectives and cultures bring to an organization. Fosters a culture that encourages and supports diversity and inclusion. Learns from others who have different perspectives, backgrounds, and/or styles.

- **Collaborates:** Builds partnerships and works collaboratively with others to meet shared objectives. Exemplifies collaborative leadership by inviting a wide variety of perspectives to the discussions. Builds a culture of collaboration and teamwork across organizational boundaries.

- **Strategic Mindset:** Sees ahead to future possibilities and translates them into breakthrough strategies. For example, explores future scenarios and possibilities to help the organization respond to change and shape the future. Revisits and updates strategies in response to evolving environmental dynamics and organizational needs.

- **Balances Stakeholders:** Anticipates and balances the needs of multiple stakeholders. For example, optimizes decisions across the varied needs of internal and external stakeholders. Speaks clearly about the need for the organization to adhere to strong ethics and shows cultural savvy when working with internal and external stakeholders.

- **Develops Talent:** Places a high priority on developing others. Develops others through coaching, feedback, exposure, and stretch assignments. Aligns employee career development goals with organizational objectives. Encourages people to accept developmental moves.

- **Ensures Accountability:** Holds self and others accountable to meet commitments. For example, measures and tracks the team’s and own performance, and helps the team learn from success, failure, and feedback. Adheres to, and enforces, goals, policies, and procedures.

**Education and Experience:**

Required experience and education include the following:

Senior Leadership level experience in Human Resources including:

- 10-15 years of professional experience serving in a senior level or executive HR leadership position.
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- Significant experience in a strategic HR role with critical enterprise-wide decision-making responsibilities.
- Human resources generalist and specialist roles of successively greater responsibility.
- Bachelor’s degree in business administration, human resources, industrial psychology, health care administration, or a related field.
- Master’s degree in human resources, organizational development, business administration (MBA), or similar degree.

Additional education and experience which are preferred:

- Candidates with experience in higher education, academic medicine, health care, biomedical/pharma, research, or management consulting will be viewed favorably.
- Recent experience in for-profit and/or nonprofit or organizations reflecting the complexity of the AAMC in delivering revenue-producing, technology-enabled services to institutions and individuals; providing membership association services; and advocating on behalf of its members and the public.
- HR professional certifications such as SPHR, CCP, and CBA.

Well-Qualified and Interested Candidates should forward their Resumes / CVs to Milton Hall at MHall@HumanCapitalLLC.com or Kevin Root at KRoot@HumanCapitalLLC.com. We will acknowledge receipt and be in touch regarding your candidacy.

Disclaimer: The above statements are intended to describe the essential job functions, general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Our client is an equal opportunity employer and does not discriminate on the basis of race, gender, physical impairment, sexual orientation, or other diversity distinctions. All due and reasonable consideration will be given to qualified candidates.