



Position Description

Association of Governing Boards of Universities and Colleges (AGB)
Washington, DC

Job Title: Vice President, Culture and Talent Development
Supervisor: President and CEO

Responsibilities

The Vice President, Culture and Talent Development is responsible for the development and leadership in building and reinforcing AGB as a great place to work and thrive. This leader works collaboratively with other Leadership Team members and their teams to develop an integrated culture and talent development strategy, ensuring there is an equity-based lens applied to all policies, practices, and procedures. This strategy will not only guide AGB's efforts to recruit, onboard, train, and develop the staff, but also to provide career pathing for the staff and ensure compensation strategies and benefit plans align with operational outcomes. The ability to apply critical thinking and emotional intelligence is vitally important. The ideal candidate must lead with diplomacy with the ability to navigate sensitive issues with empathy.

Additionally, this leader will assess and evolve AGB's collaborative, inclusive, and innovative culture by seeking insights from AGB's staff, historical climate and employee surveys, and external partners to identify and prioritize opportunities to bolster AGB's culture and talent development strategies and plans.

This position requires outstanding organizational, communication, and interpersonal skills. The ideal leader will have the ability to communicate effectively across multiple intergenerational, diverse cultural, and international constituencies with a leadership style that is creative and entrepreneurial and is eager to tackle the significant challenges inherent in this work. The successful candidate will be self-motivated and have strong time management skills necessary to perform in a high-volume office. It is essential that leader practices discretion, respects confidentiality, and exhibits a commitment to professional service to both internal and external stakeholders.

Lastly, while AGB operates in a flexible, hybrid manner, this leader will ensure effective use of the current office and assist the team in relocating to a new office.

Duties

1. Coordinate with AGB's president/CEO and the leadership team to establish priorities.
2. Develop respect, trust, and confidence with the entire staff and board of directors.
3. Lead development and execution of recommended strategies and plans to inspire, evolve, and strengthen the AGB culture.

4. Lead the creation and execution of talent optimization processes to include function- and role-specific onboarding, training, and development plans for the staff throughout their careers.
5. Lead development, utilization, and evolution of playbooks for each team, function, and role to optimize efficiencies and effectiveness and maximize employees' impact with members and fellow staff members.
6. Develop and coordinate delivery of comprehensive, ongoing training such as: diversity, equity, and inclusion; cyber-security; non-discrimination; conflict of interest; and ensure AGB's HRIS platform provides easy-to-find, access, and consume courses, material, and resources.
7. Coordinate annual employee performance reviews; coordinate regular reviews and necessary updates to employee job descriptions.
8. Ensure that AGB complies with all state and Federal employment laws and stays up to date on best practices in all human resources-related matters.
9. Lead employee and contractor recruitment process from search strategy to hire including job description creation, interviewing, offer, and reference and background checks.
10. Ensure that employee handbook is current and has appropriate legal review.
11. Assist the VP for Finance in managing retirement plan contributions through the year and preparing IRS Form 5500 and 990, as needed.
12. Manage and optimize employee benefits for new and existing employees; ensure the employee intranet provides access to relevant information; and review all benefit invoices for accuracy and code for accounting.
13. Develop internal communications and channels to keep staff abreast of benefits and enhancements, staffing changes, and remind them of where to find essential information.
14. Conduct confidential discussions with supervisors, as necessary, regarding performance, management, morale, and other employment concerns.
15. Supervise AGB's office manager to ensure smooth functioning of the AGB office suite; oversee purchases and maintenance of furniture, equipment, and supplies; and coordinate office events, such as holiday and other parties.

Requirements

- At least ten years' human resources experience in a fast-paced, dynamic work environment supporting senior level executives and departmental, cross-functional teams.
- Bachelor's degree.
- Superior communication skills, both verbal and written.
- Excellent interpersonal skills with ability to work with all levels of employees; ability to manage conflict and work collaboratively with peers and external contacts.
- Ability to multitask and work independently with good decision-making skills.
- Advanced MS Office and computer skills.
- Ability to maintain high level of confidentiality and professionalism.
- Ability to deal with pressure and deadlines that may be changing with short notice.
- Self-starter with flexibility to re-prioritize assignments as needed.

To Apply

- Submit a cover letter, resume, and salary expectations to employment@AGB.org.
- No phone calls, please.