

Assistant Director, Human Resources, Chicago

Position Guide

Campbell & Company

Campbell & Company is a national consulting firm that serves nonprofit organizations and institutions in all sectors, including education, environment, healthcare, human services, arts and culture, associations and membership organizations, and civic and public affairs. The firm is based in Chicago with regional offices in Los Angeles, Portland, San Francisco Bay Area, Seattle, and Washington, DC.

We are motivated by a desire to strengthen the nonprofit sector. You can see that commitment reflected in both our work and our personal passions—from mentoring others in the profession to volunteering in the community to serving on national boards. We are driven and willing to do what it takes to get the job done. We have high standards for ourselves and our teams, and we achieve those standards by helping one another do our best work.

We respect and value our colleagues' perspectives, and we see collaboration as an opportunity to learn from one another, support each other's growth and advance our collective knowledge. Our team-based approach enhances our work and is even built into our company's structure: as an ESOP (Employee Stock Ownership Program), we are 100 percent employee-owned, giving every one of us a vested interest in the success of both our clients and our colleagues.

We are always looking to improve so we can better serve the nonprofit sector. That desire fuels our new growth strategy, which charts an ambitious path for national expansion in key regions and vertical sectors across the country. These objectives advance the core services that today's nonprofits need to be successful and support a growing team of professionals who bring passion and dedication to their work every day.

The Assistant Director, Human Resources is responsible for all HR-related duties for the firm and will work closely with the management team. This position reports to the Director, Finance & Administration. In this newly created generalist position, the incumbent will manage the following functional areas: benefits administration, employee relations, orientation, training, performance management, policy implementation,, affirmative action and employment law compliance.

Essential Functions

1. Administers various human resource plans and procedures for all organization personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual.
2. Participates in developing firm HR goals, objectives and systems.
3. Supports the compensation program; monitors the performance evaluation program and revises as necessary.

Assistant Director, Human Resources, Chicago

4. Performs benefits administration, including claims resolution, change reporting, and communicating benefits information to employees.
5. Conducts new-employee orientations.
6. Handles employee relations counseling, outplacement counseling and exit interviewing.
7. Participates in administrative staff meetings and attends other meetings and seminars.
8. Maintains company organization charts and the employee directory.
9. Recommends new approaches, policies and procedures to continually improve efficiency of Human Resources within the firm.
10. Maintains human resource records and compiles reports as needed.
11. Maintains compliance with federal, state and local employment and benefits laws and regulations.
12. Other duties within the business office as assigned.

Competencies

1. Communication.
2. Consultation.
3. Ethical Practice.
4. Global & Cultural Awareness.
5. HR Expertise.
6. Relationship Management.

Supervisory Responsibility

This position has no direct supervisory responsibilities, but does serve as a coach and mentor for other positions in the firm.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers, photocopiers and smartphones.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are generally Monday through Friday, 9:00 a.m. to 5:00 p.m. but with flexibility. Little to no travel is expected.

Required Education and Experience

A bachelor's degree and three to five years of HR experience, or seven years of experience in the HR field, or any similar combination of education and experience. SHRM certification preferred. Experience in a professional services environment also desirable.

Please direct inquiries, applications and nominations to: hr@campbellcompany.com.

Campbell & Company is an equal opportunity employer.