Kaiser Family Foundation

Senior Vice President for Human Resources

Position Description & Candidate Profile
Senior Vice President for Human Resources

Location
San Francisco, CA

Reports to
Executive Vice President and COO

Our Client
KFF (Kaiser Family Foundation) is the nation’s leading health policy organization. Its mission is to produce trusted independent information on national health issues, filling a critical need for the nation’s health policy conversations and policymaking. Its expert staff develops and runs its own policy analysis, journalism and communications programs, sometimes in partnership with major news organizations.

KFF serves as a nonpartisan source of facts, analysis and journalism for policymakers, the media, the health policy community and the public. KFF’s product is information, always provided free of charge – from the most sophisticated policy research, to basic facts and numbers, to in-depth health policy news coverage provided by its news service (KHN), to information young people can use to improve their health or the general public can use to understand health insurance.

The Henry J. Kaiser Family Foundation was established in 1948; it was completely remade in 1991 under the leadership of CEO Drew Altman. The Foundation has not changed its name, but now refers to itself simply as KFF – its legal name can cause occasional confusion because it is neither a foundation, a family foundation, nor is it associated with Kaiser Permanente. KFF operates with its own large endowment supplemented by external funds. KFF is based in San Francisco, with a sizable presence in Washington D.C., and has operations in more than twenty states.

Learn more about the Kaiser Family Foundation at https://www.kff.org/!

Position Responsibilities
KFF is seeking a Senior Vice President to lead its human resources group at a time when it is expanding, aggressively advancing inclusion, diversity, equity and access objectives, and converting to a hybrid work environment. Reflecting these
priorities, human resources at KFF is part of the Executive Office of the President and CEO, and the SVP for Human Resources will report day-to-day to the Executive Vice President and Chief Operating Officer.

The SVP for Human Resources will oversee a skilled and highly collaborative HR team that includes an Associate Director for Staffing and Employee Engagement; a Senior Manager for Compensation and Benefits; a Senior HR Systems and Payroll Manager; a Manager for HR Compliance and Administration, as well as support staff.

Working closely with the Executive Team, the Senior Vice President for Human Resources will contribute creative, dynamic, and forward-thinking leadership, promoting the fulfillment of KFF’s vision and mission by developing and leading the human resources function and a midsized team, innovating and deploying best employment practices throughout the entire organization. This role will lead, develop, and execute all employment-related services and functions of the organization. The Senior Vice President for Human Resources will carry out the mission and priorities of the organization through the work in human resources, within the Board-approved budget. The role will also lead efforts to convert the organization to a highly functioning hybrid workplace, and continue to develop programs and strategies to ensure a strong equity-oriented culture, recruit and retain talented people of all backgrounds, and promote the full development, performance and satisfaction of all employees.

Specifically, the Senior Vice President for Human Resources will be responsible for:

- Establishing and implementing HR plans and strategies that effectively communicate and support the organization’s mission, strategic vision, and overall business operations objectives
- Working closely with the executive/senior management of each department and/or program regarding key organizational and management issues
- Providing overall leadership, guidance and structure to the HR function by overseeing talent acquisition, career development, retention, training, leadership development, compensation and benefits, workplace strategy, regulatory compliance, and operations
- Developing comprehensive strategic recruiting and retention plans to meet the human capital needs of strategic goals and align with the organization’s diversity, equity and inclusion philosophy, and managing recruitment processes simultaneously
- On an ongoing basis, implementing comprehensive compensation and benefits programs (including retirement plans)
• In coordination with counsel, ensuring that HR operations are conducted in accordance with all applicable laws and regulations, and overseeing the establishment of required compliance processes throughout the organization
• Championing and supporting KFF’s internal diversity, equity, inclusion, and accessibility efforts
• Providing consultation and advice to managers regarding a wide range of employee issues; resolving employment-related concerns and disputes
• Ensuring effective internal communications about human resource activities of KFF
• Working closely with the CEO and executive team on annual salary reviews, including cost of living adjustments, salary adjustments, and bonuses
• Working closely with Finance on the budget implications of salaries and benefits and preparation of budgets
• Promoting a culture of high employee engagement and performance, especially within the new hybrid working model
• Overseeing the design and operation of human resources information systems that provide the data necessary for the organization to plan, evaluate, and monitor information related to staffing
• Selecting and managing relationships with all external consultants, brokers and administrators for employee benefits and employment-related services

Profile of the Successful Candidate
KFF is growing, and seeks an experienced, dynamic human resources leader who can help KFF expand and implement a new hybrid work model, while maintaining the strongest possible commitment to its core mission, sustaining a diverse and inclusive work environment, and maintaining generous benefits for its hard-working staff.

The Senior Vice President for Human Resources will possess a passion for the mission and work of KFF and a deep commitment to team development, retention and engagement. The successful candidate will be a professional with high standards who is skilled at working at both the strategic and tactical levels, is a problem-solver with strong execution skills, and is a good listener. KFF seeks a well-balanced professional who is ambitious and able to develop initiatives that will enhance human resource operations, yet who can also be patient and kind to facilitate the highest levels of employee engagement. The strongest candidates will possess highly developed interpersonal skills, emotional intelligence, strategic insight, high personal and professional standards of transparency and accountability, an understanding of all that is required to be a successful HR
practitioner. The successful candidate will certainly have the ability to work as an effective member of the executive team.

This is a position that requires the ability to manage a full spectrum of responsibilities, from complex personnel issues to the human capital implications of growth plans. The successful candidate will be proactive and entrepreneurial in approach and mindset, particularly in creating a compelling experience across the entire all employees' lifecycles. KFF is interested in candidates with experience in realizing and leveraging the deep value a diverse workforce can contribute to the work of a leading health policy organization.

More specifically, KFF seeks a professional who has:

- Broad and deep experience in the field of human resources management, which includes employee relations, compensation, benefit programs, retirement plans, talent recruitment, professional development and conflict management
- Knowledge of, and experience with, hybrid work models and strategies for making them successful
- Expert knowledge of federal and state employment laws and regulations, ERISA requirements, and wage and hour regulations
- Knowledge of human resources best practices for a distributed, multi-site workforce
- Demonstrated ability to work effectively and sensitively with a broad range of diverse professionals as evidenced by excellent listening and communication skills, balanced and reasoned approaches to problems, ability to inspire trust and confidence, and flexibility and openness to differing points of view
- A commitment to tact and discretion, and the ability to work with a CEO and Board on confidential matters
- The ability to support and foster a high-performing, collaborative organizational culture, with a solid understanding of the central roles of employee engagement and employee experience
- Excellent judgment and negotiation skills, with an eye toward translating strategy into relationships and unparalleled results
- Excellent verbal and written communication skills, including being able to address large groups and facilitate small ones effectively
- Excellent organizational skills and attention to detail
- Strong stakeholder engagement skills, including effective engagement with senior management, as necessary and appropriate
• A strategic mindset, with an ability to adapt to the evolving needs of the organization and its employees
• High degree of emotional intelligence
• Demonstrated commitment to diversity, equity and inclusion
• Strong analytical and problem-solving skills
• Strong supervisory and leadership skills, including operational ability
• An energetic, entrepreneurial nature that combines intellectual curiosity with analytical skills and political savvy
• Demonstrated ability to work as a collaborative partner within a senior management team
• High ethical standards, compassion, and the ability to make fair and credible conclusions and determine appropriate actions
• Knowledge of and experience with varied human resource information management systems
• Genuine enthusiasm and passion for the KFF’s mission and work
• Bachelor’s Degree in a related field, or the equivalent combination of education and experience
• Ability to travel to Washington, DC quarterly or more frequently, as needed

In addition, the successful candidate will likely have:

• Advanced degree in human resources or a related field
• A minimum of 10 years of HR experience, with at least five years of executive HR experience.
• SHRM Senior Certified Professional (SHRM-SCP) or SHRM Certified Professional (SHRM-CP) certification

**Start Timeframe**
We seek to have someone in place by early 2023.

**Compensation**
This position offers a competitive salary and includes a comprehensive benefits package. We actively welcome all candidates from a wide range of backgrounds who have the skills to fulfill this role – regardless of compensation history.

**To Apply**
All applications are held in strict confidence. Please submit your credentials and a letter of interest through our private applicant portal to The 360 Group at:

[https://the360group.us/portal/](https://the360group.us/portal/)
Applications should be directed to the attention of Maureen Capitolo, Principal or Monica Rodgers, Senior Consultant. Applications will be reviewed on a rolling basis. Earlier applicants may receive priority consideration. To be considered, The 360 Group encourages all interested candidates to submit their applications promptly, via the confidential applicant portal linked above.

At The 360 Group, we know that a richly diverse mix of professionals makes organizations more effective. Using that principle as our “North Star,” we make diversity a hallmark of our firm, and all of our search engagements.

Learn more about The 360 Group at the360group.us.