

SHRM Job Description

Job Title: Divisional Director West
Department: Membership
Reports to: Vice President, Membership
FLSA Status: Exempt

Job Summary: Reporting to the Vice President of Membership, the Divisional Director will develop and implement comprehensive divisional strategies and initiatives to achieve engagement and retention of SHRM's at-large and in chapter members in assigned area. Position serves as the primary Field Services Director in key strategy State(s) on behalf of the membership department of SHRM. Directs and manages assigned Field Services Directors (FSDs). Engages key affiliate volunteer leaders within their areas to facilitate the exchange of information and ideas with the Vice President of Membership regarding trends impacting SHRM and the HR profession. This position is based in the Sacramento, California area.

Essential Duties and Responsibilities:

- Implements and monitors strategic membership plan within their area and holds Field Service Directors accountable for driving results.
- Provides management direction, development, and performance coaching for assigned field staff to ensure that their area operates effectively and efficiently.
- Develops, implements, and is accountable for budget, forecasts, and financial resources within their areas.
- Establishes and maintains effective relationships with state councils, chapters, at-large SHRM members, HR professionals and other stakeholders to advance SHRM's objectives on membership and other activities. Utilizes a communication strategy that provides on-going exchange of information and ideas between the field and the Vice President, Membership.
- Establishes and maintains strategic partnerships within SHRM to drive the success of SHRM initiatives and effectively leverage field team's relationships with key volunteers.
- Works in collaboration with the Director, Member Engagement on programs/initiatives that positively impacts member engagement and retention efforts.
- Establishes and maintains strategic partnerships with large fortune 1000 companies' top HR officials within area and effectively leverages SHRM's value proposition to introduce, successfully acquire and engage membership.

- Directs, oversees, and implements strategy and activities to create strategic membership engagement opportunities to drive the diversity of our membership and the value proposition for all our members.
- Conducts presentations to SHRM affiliates and outside stakeholder groups on behalf of SHRM to increase SHRM's global voice on HR thought leadership.
- Evaluates operational issues to determine whether current membership strategies are competitive and staying current with the latest trends within the Human Resource Management field.
- Demonstrates knowledge of, and supports, SHRM's mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of conduct.
- Other duties as assigned by the Vice President of Membership.
- Available for extensive travel (up to 40%).

SUPERVISION:

Responsible for providing leadership and supervision to assigned Field Services Directors.

EDUCATION and/or EXPERIENCE:

- A bachelor's degree within Human Resources or Business required.
- Certification as Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) required within one year of starting the position.
- Seven to ten years of Director level experience in human resource management required.
- Previous supervisory experience required, management of remote team members highly preferred.
- Five or more years of extensive experience working with California HR laws

REQUIREMENTS:

- Communication proficiency, both written and verbal.
- Public speaking and presentation skills.

- Sound business acumen and strategic human resources business processes.
- Outstanding customer focus and orientation.
- Proven results driven strategies.
- Working knowledge of Microsoft Office Suite preferred.
- Ability to prioritize, multitask and plan work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- Responds to management direction, ability to meet deadlines and keep commitments.
- Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position requires the ability to lift up to 30 lbs. as well as long periods of standing at an exposition booth.

To Apply: www.shrm.org

The Society for Human Resource Management is an equal opportunity employer (M/F/D/V).

Relocation authorized for this position.

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to: accessibility@shrm.org or TDD (703) 548-6990.