The American Alpine Club (AAC) is hiring the **Senior Director, Human Resources Innovation**. This is a new position for the organization and is a critical member of the American Alpine Club Leadership Team. This position will be responsible for leading the continued internal transformation of the organization and establishing best practices that support the continued growth of the AAC and an expanded ability of the organization to serve the climbing community.

**Roles and responsibilities:**

- **HR Strategy Development** - Establish, in partnership with the CEO and leadership team, short and long term HR strategies to develop skills, behaviors, and qualities to cultivate performance, a growth orientation, and empowerment of teams and individuals.
- **Organizational Design and Capability Assessments** - Determine optimal organizational design and structure. Identify organization capability and skill gaps.
- **Justice Equity Diversity and Inclusion (JEDI)** - Work in tandem with the JEDI-Working Group to identify staff training opportunities and talent acquisition strategies that further justice, equity, diversity, and inclusion at the AAC.
- **Recruitment and Talent Acquisition** - Assess and enhance talent pipeline strength. Support creation and advertising of positions, participate in resume reviews and interviews, conduct reference and background checks, and draft offer letters.
- **Performance Management** - In coordination with the CEO and leadership team, develop, implement, and oversee a uniform and clear performance review system to ‘raise the bar’ for individual and team performance. Identify and support all necessary talent development and organizational actions.
- **National Policy and Process Alignment** - Design, implement, and align all HR initiatives, programs, policies, and processes for the national volunteer and employee communities.
- **Management Training** - Provide solutions to coach and educate managers, volunteer leaders, supervisors, and employees on company guidelines, supervisions, counseling processes, conflict resolution, interpersonal communications, and effective group interactions.
- **Benefits, Payroll and Compliance** - Manage employee benefits so that they are clear and accessible to all employees. Health, 403b, disability, etc. Ensure effective payroll services and processing including: processing attendance and payroll data, reporting to payroll services, check verification, and distribution. Ensure compliance with federal, state, and city
regulatory laws, guidelines and standards. Maintain I-9 and W-9 documentation for all employees and contractors. Onboarding of new employees, to include: verification of I-9 forms, enrolling new employees in payroll and benefits platforms; monitor employee benefits enrollment and COBRA enrollment; quality control of enrolled employees against current staff roster.

Qualifications:
- Demonstrated knowledge of working in a multi-state environment with compliance related issue resolution.
- Self-directed and results oriented, including the ability to work effectively across all levels of the organization.
- Must demonstrate proficiency and experience working with and responding to government agency inquiries.
- Entrepreneurial and innovative spirit and capabilities. An excitement for building new processes and systems.
- Excellent verbal, written and interpersonal skills.
- Experience in process improvement or project management.
- A desire to advance JEDI (justice, equity, diversity, and inclusion) principles and foster an environment of inclusivity both internally and externally.
- Ability to act with integrity, professionalism, and confidentiality.
- SHRM-CP, SHRM-SCP, HRCI highly desired.

Benefits
The AAC currently offers a comprehensive benefits package including Club-paid medical, dental, vision, life, and AD&D insurance, an HRA medical reimbursement plan, a wellness program, a matching 403(b) retirement plan, flexible schedule, pro deals, generous paid time off, and maternity/paternity leave. Benefits are reviewed annually and change as needed and team members are notified when they occur.

How to Apply
All who love the AAC mission are encouraged to apply. Please email your resume and cover letter to hiring@americanalpineclub.org.

No phone calls, please. Priority will be given to applications submitted before July 22, 2022. The position will remain open until filled with an exemplary person. Only potential interviewees will be contacted. Applications without cover letters will not be considered.

The AAC is an equal opportunity employer. Your gender, religion, sex life, skin color, first language, and size and ability of your body do not factor into employment decisions here. Neither do your friends in high places. If you love our mission and are good at what you do, come as you are.

About the AAC
Founded in 1902, the American Alpine Club (AAC) envisions a united community of competent climbers and healthy climbing landscapes. For more than a century, the AAC has inspired climbers to dream and reach further, to push themselves and the boundaries of climbing. The AAC supports the climbing community through education and resources, community building, policy and advocacy,
and through memorializing and archiving climbing history. The AAC represents the interests of its more than 25,000 members from across all disciplines of climbing.

Located in Golden, CO, the AAC jointly own and operate the American Mountaineering Center (AMC) and the American Mountaineering Museum with the Colorado Mountain Club. The American Alpine Club Library is North America’s largest collection of books and artifacts dedicated to climbing and climbing history with over 190,000 volumes. Additionally, the American Alpine Club operates campgrounds and lodges supporting climbers across the country.