



**The Society
of Thoracic
Surgeons**

The Society of Thoracic Surgeons

Director of Human Resources

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Solutions**
A PASSION FOR PURPOSE

Position Overview

The Society of Thoracic Surgeons (STS) seeks a dynamic, innovative, organized and strategic human resources professional for its new Director of Human Resources position. Based out of the Society's headquarters in Chicago, IL this individual will be responsible for leading, developing and executing the human resources strategies, policies, and programs that align with the Society's goals and objectives, and foster a strong organizational culture. This hands-on leader is responsible for all human resources functions, including recruitment, compensation and benefits, staff diversity and inclusion strategies, employee relations and engagement, performance management, learning and development, and human resources policies and compliance. This is a key leadership position that requires strong interpersonal skills, excellent decision-making abilities, and a deep understanding of human resources best practices. As the top human resources leader for the organization, the Director of Human Resources reports to the VP, Finance and Administration and is a trusted advisor to the CEO/Executive Director.

Key Responsibilities

- Develop, implement, and maintain a people strategy for the Society to meet its goals and advance its status as an employer of choice. Serve as a strategic partner, advisor, and coach to senior management; build positive relationships and work to understand HR needs and provide insight, innovative solutions and guidance regarding best practices.
- Direct and develop recruitment strategies that meet the organization's strategic needs and result in a talented and diverse workforce.
- Partner with hiring managers and oversee the recruiting process to ensure positions are filled in a timely manner with talented individuals.
- Recruit an HR Coordinator into the organization in the new fiscal year beginning January 2024.
- Develop and oversee vendor relationships with other external hiring sources, including external recruiters and staffing agencies.
- Develop and strengthen diversity initiatives that enhance and embrace applicants and employees of all backgrounds, and further encourage the full development and performance of all.
- Design and maintain a robust onboarding program for newly hired staff.
- Design, implement, and manage a comprehensive compensation and benefits program to recruit and retain top talent.
- Design and implement a performance management program to drive high performance and development within the organization.
- Develop and execute training and development programs to enhance employee skills and capabilities.
- Coach and counsel management and staff regarding job-related issues, company policies and procedures, and disciplinary actions. Conduct investigations as necessary.
- Evaluate the organization's culture and work with senior management to strengthen.
- Conduct the termination process and ensure all appropriate procedures are handled upon employee termination, including exit interviews and recommendations for improvement.

- Keep up to date on all applicable federal, state, and local employment laws and ensure they are upheld and mitigate risks when exposure is possible including overseeing compliance with all employment and wage and hour laws.
- Develop, recommend, and implement new human resource policies and procedures to meet strategic and operational staff needs. Review and update employee handbook as needed to ensure all policies and procedures are current and compliant.
- Draft and maintain the annual human resources department budget.
- Perform other duties as assigned.

Experience and Qualifications

- Bachelor's degree in human resources management or related field. Active human resources certification preferred.
- Minimum of seven years in progressively higher-level human resources positions, preferably in a healthcare association, including demonstrated experience leading a human resources team.
- Extensive knowledge of human resources principles and practices and experience working in a multi-state environment including proficiency in federal, state, and local employment, EEO, wage and salary laws and regulations.
- Excellent written and oral communication skills, including presentations skills.
- Ability to maintain the confidentiality of information.
- Ability to exercise sound judgment, analytical thinking and complex problem solving.
- Proficiency with Microsoft Office products and HRIS.
- Excellent organizational, planning, and follow-through capabilities; attention to detail.
- Ability to develop and maintain positive working relationships with co-workers, volunteer leaders, other organizations, and industry contacts; tact, diplomacy, and good judgment.
- Positive attitude in the workplace.
- Flexibility and adaptability to changing daily activities and schedules, with the ability to multi-task and manage several projects simultaneously.
- Ability to travel, as necessary.

ABOUT STS

Founded in 1964, The Society of Thoracic Surgeons (STS) is a 501(c)(6) not-for-profit organization representing more than 7,900 cardiothoracic surgeons, researchers, and allied health care professionals worldwide who are dedicated to ensuring the best surgical care for patients with diseases of the heart, lungs, and other organs in the chest. STS is the premier professional society for these individuals.

The Society's mission is to enhance the ability of cardiothoracic surgeons to provide the highest quality patient care through education, research, and advocacy.

STS is known especially for its national outcomes database (STS National Database), its peer-reviewed journal, The Annals of Thoracic Surgery, and an annual educational meeting that draws more than 2,700 health care professionals from around the world.

STS has approximately 85 employees and is headquartered in Chicago, with an additional office in Washington, DC.

STS ASSETS

- STS Facts, a high-level overview of the organization
- STS National Database
- The Annals of Thoracic Surgery
- STS Annual Meeting
- List of published research using STS National Database data
- STS News (Quarterly Newsletter)
- The Thoracic Surgery Foundation

Digital Presence

Web www.sts.org

LinkedIn <https://www.linkedin.com/company/society-of-thoracic-surgeons>

Facebook <https://www.facebook.com/societyofthoracicsurgeons/>

Instagram <https://www.instagram.com/thesocietyofthoracicsurgeons/>

Twitter https://twitter.com/STS_CT_surgery

YouTube <https://www.youtube.com/user/ThoracicSurgeons/videos>

Vetted Solutions

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Vetted Solutions is a Washington, D.C. based executive search firm specializing in association and nonprofit recruiting and consulting. We focus on CEO and senior staff positions.

For confidential consideration, please email your resume and cover letter to: STSDirHRSearch@vettedolutions.com or call +1 202 544 4749.

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