

Human Resources Director

American National Standards Institute

Position Specification

February 2025



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The Company

The American National Standards Institute (ANSI) is a private, non-profit organization that administers and coordinates the U.S. voluntary standards and conformity assessment system. Founded in 1918, the Institute works in close collaboration with stakeholders from industry and government to identify and develop standards- and conformance-based solutions to national and global priorities.

Together, standards and technical regulations impact up to 93% of global trade. Globally relevant standards and the conformance measures that assure their effective use help to increase efficiency, open markets, boost consumer confidence, and reduce costs. And ANSI is the U.S. leader in fostering that potential for the benefit of businesses across every industry and consumers around the world.

A Strong Voice For The Standards Community

ANSI is not itself a standards developing organization. Rather, the Institute provides a framework for fair standards development and quality conformity assessment systems and continually works to safeguard their integrity. And as a neutral venue for coordination of standards-based solutions, the Institute brings together private- and public-sector experts and stakeholders to initiate collaborative standardization activities that respond to national priorities.

ANSI serves as a strong voice on behalf of the U.S. voluntary standards community, protecting and strengthening its impact domestically and internationally. Through its membership, partnerships, and diverse programs and activities, ANSI represents the interests of more than 270,000 companies and organizations and 30 million professionals worldwide.

The Opportunity



Position

Human Resources Director



Location:

Washington, D.C. or New York, NY (hybrid)



Reporting Relationship:

Senior Vice President & Chief Operating Officer



Website:

<https://www.ansi.org>

Purpose of the Position

This Human Resources Director will provide human resources oversight for the non-profit organization consisting of ~100 employees in Washington, DC, New York City, and dispersed. Coordinates HR activities with two affiliates two ensure consistency across all organizations. Reporting to the SVP & Chief Operating Officer, the HR Director will be responsible for developing and implementing HR strategies and programs that facilitate the achievement of ANSI's strategy and growth objectives. This Director will lead an HR Manager to support the ANSI employee population. The Director will harmonize and upgrade their current HR processes, lead the internal human capital team to build the necessary infrastructure to nurture, evaluate and reward staff, and lead the recruitment strategy to ensure that ANSI is well-positioned to swiftly fill vacancies with strong talent. The HR Director will play a critical role in all aspects of HR; to include recruitment, training & development, compensation, employee benefits & cost containment factors, performance management, HR policies, best practices, and employee relations.

Key Responsibilities

- Establishes, communicates, and monitors adherence to Human Resources policies and procedures that are consistent with ANSI's values, legal requirements, and best practices. Protects the interests of employees and ANSI in accordance with Human Resources policies and governmental laws and regulations. Counsels management and staff as necessary on these matters.
- Identifies legal requirements and government reporting regulations affecting Human Resources function. Monitors ANSI's exposure and advise Senior Staff as appropriate. Prepares and submits information requested or required for compliance. Acts as primary contact with government agencies on reporting matters.
- Promotes a positive workplace and professional working relationships between staff. Addresses and works to resolve employee relations concerns in a timely and professional manner.

- Directs ANSI's compensation program. Ensures that starting salaries, annual merit increases, and other salary adjustments are consistent with ANSI's formal compensation program. Works with management staff to ensure the accuracy of job descriptions and resulting FLSA status and salary grades. Analyzes the external market and reports findings and recommendations to Senior Staff as appropriate to maintain ANSI's competitive position to attract and retain staff.
- Provides staff support for the Compensation Committee of the ANSI Board, which reviews, establishes and approves the compensation, benefits and policies applicable to the ANSI President; evaluates the performance of the President; and reviews and approves other policies concerning employee compensation and benefits.
- Manages all facets of ANSI's employee benefits plans, from enrollment through conversion of benefits upon termination of employment. Acts as primary contact with benefits broker, carriers, and third party administrators. Maintains current body of knowledge on best practices and trends. Works closely with senior staff and external contacts to research, develop and implement cost containment measures while maintaining a highly competitive benefits package. Communicate regularly with employees to provide information necessary for staff to make informed decisions about their participation in the benefit plans.
- Directs the annual performance evaluation process, ensuring that performance appraisals are completed fairly, accurately, and in a timely manner. Advises management on improving communication in the process and on addressing performance or conduct issues in an appropriate manner. Counsel employees on issues that arise of the performance appraisal process.
- Coordinates work with ANAB Human Resources to ensure that its policies, benefits, compensation programs and administration are consistent with ANSI's.
- Establishes with senior management the objectives for staff development efforts and develops appropriate training programs for employee growth and improved employee relations.
- Coordinates the hiring process through the development and placement of internal and external job postings; engaging recruiters or search firms if required; screening resumes and interviewing candidates; and advising management on hiring individuals. Conduct background checks on all new employees. Oversee the onboarding and orientation for newly hired employees.
- Maintains the Human Resource information system, and complete and accurate employee files and related documentation.
- Counsel management on addressing performance or conduct issues that may arise throughout the course of business. Ensure that actions and decisions are consistent with established policies and practices regarding discipline and (if necessary) termination.
- Oversee the work of the Planning Committee to provide social activities for staff, fund raising opportunities in support of community related causes, an annual holiday lunch or party, and other related events.
- Manages ANSI's employee service recognition program.
- Review, approve, and submit for processing all invoices for employee benefits.
- Maintains organizational charts.

The Candidate

Experience and Professional Qualifications

- The successful candidate for the Human Resources Director role will be a consummate leader with expertise across all functions of Human Resources.
- A proven track record in people, process and systems and demonstrate strong business acumen

Requirements for Consideration

- Minimum of ten (10) years of generalist experience in Human Resources.
- Bachelor's Degree or equivalent in Human Resources or related field; graduate degree preferred.
- Synthesizes complex or diverse information, collects and researches data, uses intuition and experience to complement data, and designs workflows and procedures.
- Displays original thinking and creativity, meets challenges with resourcefulness, generates suggestions for improving work, develops innovative approaches and ideas, and presents ideas and information in a manner that gets others' attention.
- Ability to work effectively as a sole contributor in the department, and collaboratively when engaging other management and staff in HR-related work.
- Success leading programs across a multi-site employee population through process improvement and development of people-centric programs.
- Excellent interpersonal, verbal, and written communication skills as well as the ability to adjust communication to the level of the listener.
- Strong communication, problem solving, and leadership skills necessary to effectively work with a variety of individuals and departments.
- Develops workable implementation plans, communicates changes effectively, builds commitment and overcomes resistance, prepares and supports those affected by change, and monitors transition and evaluates results.
- Engage effectively with various stakeholders, using persuasive communication and negotiation skills to influence decision-making processes and outcomes.
- Demonstrate the ability to lead and inspire change within the organization, ensuring that changes are well-received and effectively implemented.
- Ability to handle confidential and sensitive information in an ethical and professional manner.
- Strong attention to detail with the ability to work independently.
- Ability to adapt to the needs of the organization and employees

The anticipated starting salary range for this position is \$200,000 - \$220,000.

If you would like to be considered for this position,
please contact:

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About Korn Ferry

Korn Ferry is a global organizational consulting firm. We work with our clients to design optimal organization structures, roles, and responsibilities. We help them hire the right people and advise them on how to reward and motivate their workforce while developing professionals as they navigate and advance their careers. Our 7,000 experts in more than 50 countries deliver



