



NATIONAL QUALITY FORUM

POSITION PROFILE

Vice President, Human Capital

WASHINGTON, DC

Position Summary

The Vice President (VP), Human Capital is a strategic role responsible for the oversight and execution of all talent management strategies and functions in order to advance the mission of the organization. The VP leads and manages the human resources department including the development of a human capital framework centered around acquisition, development, retention and engagement. The VP will manage a staff to administer human resource management in the areas of benefits, compensation and compliance and will partner with management to develop organizational policies and strategic goals.

Position Responsibilities

- Oversees staff professional development including internal and external training.
 - Works to strengthen organizational culture at NQF. Ensures effective employee relations, including communication between management and employees. Manages and facilitates resolution to employee issues and ensures compliance with policies and laws. Works with management to ensure effective employee engagement and retention.
 - Leads programs that ensure effective performance management. Advises supervisors in coaching staff and providing effective feedback, as well as dealing with employee performance concerns.
 - Maintains progressive and proactive compensation programs to provide motivation, incentives and rewards for effective performance.
 - Manages development and maintenance of a competitive employee benefits program. Provides oversight with vendors and brokers to provide benefits that support the mission of NQF and needs of employees, while maintaining affordability. Maintains accountability for compliance with regulations and meeting benefit reporting requirements. Ensures accurate and timely administration of benefit programs, with strong customer service to employees.
 - Serves as a link between management and staff to help facilitate issues and increase communication.
 - Develops, manages and enforces appropriate policies and programs for effective management and compliance of the human resources of the
- Leads development and implementation of talent management strategies for NQF. Serves as member of NQF Management Team to provide input and recommendations for organizational strategy and plans, particularly providing expertise on strategic talent management issues and organizational staffing and development to achieve NQF strategy and goals.
 - Leads and executes human capital strategies to recruit, develop and retain the best available talent within and outside the organization.
 - Develops staff career plans in concert with core competencies, career path planning and progression, NQF priorities and department goals.

organization, such as employee relations, affirmative action, harassment prevention, employee complaint resolution, and talent management programs.

- Works with the General Counsel to ensure legal compliance and risk management.
- Continuously evaluates HR procedures and technology solutions to improve human resources data management and functions.
- Reports on human capital metrics. Develops and manages annual budgets for the department.
- Maintains current knowledge of HR policies, programs, laws and issues.
- Builds strong networks outside of NQF to share knowledge. Represents NQF effectively.
- Supervises and manages human resources staff.

Education and Experience

- Experience as both a strategic and tactical human capital executive
- Change management experience
- Track record of ensuring an inclusive organization and culture
- Demonstrated ability to develop effective talent management strategies and programs in support of an organization's mission and goals
- Demonstrated ability to analyze problems and situations and recommend solutions
- Demonstrated ability to manage multiple projects simultaneously
- Demonstrated excellent communication skills, oral and written, including presentation skills
- Demonstrated excellent interpersonal skills and ability to work effectively and respectfully with people at all levels, both within and outside of the organization, and to exercise sound judgment
- Demonstrated ability to effectively and proactively manage conflict, balancing the needs and opinions of both staff and management

- Demonstrated ability to act and lead in a confidential and trustworthy manner. Demonstrates concern for treating people fairly and equitably
- Demonstrated proficiency with Excel and general knowledge of HR and payroll systems and processes.
- Senior certification with SHRM or HRCI preferred.

About NQF

The National Quality Forum (NQF) is a not-for-profit, nonpartisan, membership-based organization that works to catalyze improvements in healthcare. Based in Washington, DC, NQF is the only consensus-based healthcare organization in the nation as defined by the Office of Management and Budget. This status allows the federal government to rely on NQF-defined measures or healthcare practices as the best, evidence-based approaches to improving care. The federal government, states, and private-sector organizations use NQF's endorsed measures, which must meet rigorous criteria, to evaluate performance and share information with patients and their families.

NQF was created in 1999 by a coalition of public- and private-sector leaders after the President's Advisory Commission on Consumer Protection and Quality in the Healthcare Industry concluded that an organization like NQF was needed to promote and ensure patient protections and healthcare quality through measurement and public reporting.

NQF embraces a culture of excellence through multi-stakeholder collaboration. We encourage and empower each employee to prioritize learning and growing by providing them the resources to deliver excellence. At NQF, you will find a fast-paced, challenging, inspiring and rewarding career. Maximize your talent and join a team committed to setting high standards for better healthcare efficacy and delivery.

Web Presence

www.qualityforum.org

This search is being conducted by:

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