

Vice President & Chief Human Resource Officer
AIDS Resource Center of Wisconsin, Inc.



Summer 2019

Spano Pratt Executive Search has been retained by ARCW, a comprehensive HIV/AIDS treatment healthcare organization with corporate offices in Milwaukee, Wisconsin to identify the Vice President & Chief Human Resource Officer. For a confidential conversation and to learn more about this opportunity please contact Jamie Pratt.

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The Organization

The AIDS Resource Center of Wisconsin (ARCW) is an ACTION-ORIENTED, data-driven organization that is one of America's largest providers of HIV prevention, care and treatment services with a budget in excess of \$120 million and more than 300 employees. Through our unique, nationally recognized HIV Medical Home model of care we hold ourselves ACCOUNTABLE for assuring that everyone with HIV can access the medical, pharmacy, dental, mental health and social services they need in order to achieve high quality health outcomes. ARCW also provides aggressive HIV prevention services to individuals at the highest risk for HIV infection.

Position Profile

The Vice President and Chief Human Resource Officer is responsible for design, development, and ALIGNMENT of human resources to achieve ARCW's strategic business goals and operational objectives. The Vice President & Chief Human Resources Officer is ACCOUNTABLE for leading human resources strategy in accordance with ARCW's core values, market culture, business strategies, operational objectives, and policies and procedures, and for assuring that staff and volunteers are ALL-IN in our pursuit of a world without AIDS.

Within the ever-evolving healthcare environment, ARCW is AGILE and rapidly growing, requiring its leaders to ALIGN the needs of patients and clients with staffing and financial resources. The Vice President & Chief Human Resources Officer is a strategic business partner focused on:

- Assessing and developing staffing plans
- Recruiting and retaining high quality staff
- Performance management
- Administration of compensation and benefits
- Organizational development and training
- Succession planning
- Employee engagement
- Organizational culture

The position reports directly to the President and Chief Executive Officer and is a prominent leader of ARCW. As such, the Vice President is an integral leader of ARCW who is ALL-IN to assure effective financial management, operations, strategic planning, fundraising, public relations, administrative and advocacy.

Responsibilities

ACCESS

1. Conduct personnel planning to design, develop, implement and evaluate staffing plans to meet our strategic goals and operational objectives.
2. Utilize cutting edge, best practice recruitment strategies to develop diverse, high quality candidates for employment.
3. Maximize retention of high performing staff.
4. Conduct succession planning to develop future managers and leaders.
5. Oversee the ARCW volunteer system to meet operational needs.
6. Actively participate in mergers and acquisitions including evaluating employees, reviewing human resources and organizational development processes, and onboarding and assimilating staff.

QUALITY

7. Lead a performance management system that retains and rewards high performers, focuses on improving moderate performers, and manages out low performers.
8. Assure organizational development efforts to strengthen the skills and improve staff performance, especially current and future leaders through training, coaching and mentoring.
9. Lead and assure agency wide best practices for employee engagement.
10. Enhance employees' engagement in their positions and with ARCW's goals and strategy, core values and market culture.
11. Sustain and enhance the organizational culture to assure unfettered access to care, pursuit of high quality outcomes and financial strength through integrated service delivery.
12. Lead regulatory and compliance requirements related to human resources assuring consistent application of best practice policies, procedures and operations.

FINANCE

13. Develop progressive and proactive compensation and benefits programs to provide motivation, incentives and rewards commensurate with performance.
14. Develop and manage the budget and other financial measures of the Human Resources Department.

LEADERSHIP

15. Assume shared responsibilities of ARCW's top management team including participation in government relations and fund development, strategic planning, advocacy efforts, attendance at ARCW events, and serving as a media spokesperson as appropriate.
16. Any and all other duties as assigned by the President & Chief Executive Officer.

Professional Experience

1. A combination of post-graduate study and experience in human resources, organizational development, healthcare, administration, or related field.
2. Minimum of 15 years human resources management experience, with a significant preference in healthcare.
3. Experience serving as a member of an executive leadership team.
4. Mergers and acquisition experience.
5. Strong interpersonal and team-building skills.
6. Thorough understanding of long-range planning, human resource program development, organizational development and culture, business acumen, budgets, operations, and performance management.
7. Demonstrated skills and experience in change management.
8. Demonstrated analytical, strategic thinking, written and oral communication and problem-solving skills.
9. Demonstrated development and use of data to drive success of human resources function within an organization.
10. A record of success within an organization where innovation, excellent performance, and superior customer service are high priorities.
11. SPHR or SHRM-SCP certification.
12. Knowledge and deep understanding of related laws, regulations and best practices.

Milwaukee, Wisconsin



Milwaukee is 90 minutes north of Chicago, yet in recent years, it's evolved into a hip sister, infusing art, nature, mixology, craft beers, and farm-to-table foods into its landscape. Neighborhoods—like the [Historic Third Ward](#), with warehouses converted to condo lofts and cutting-edge restaurants and boutiques; and Brady Street, with Italian-immigrant roots still cropping up in bakeries, restaurants, and markets—are vibrant and welcoming. [Milwaukee](#)'s first-ring suburbs—places like Shorewood and Wauwatosa—boast adorable bungalows and pedestrian-friendly "main streets" with indie-boutique shopping, coffee shops, ethnic dining, and art galleries.



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