

JOB ANNOUNCEMENT:



**Manager, Human Resources and
Organizational Development**
Government Finance Officers Association
203 N. LaSalle Street, Suite 2700, Chicago, IL 60601
Location: Chicago, IL



To apply:
<http://www.govhrusa.com/current-positions/recruitment>

Apply by January 31, 2018

GFOA seeks an engaged and experienced human resource and organizational development professional to manage all organizational development, employee relations, employee engagement, and human resource functions for the organization. The position, which is new for the organization will report directly to the CEO/Executive Director and be critical in building a strong culture, supportive work environment, and focus on employee development.

Summary Position Description:

- Guide and manage the overall human resource services, policies, and programs for GFOA
- Provide guidance and leadership to the organization on human resource policies, compliance, and best practices in human resource management
- Lead and manage recruiting and onboarding efforts for new employees
- Provide support for employee relations
- Administer employee benefit programs
- Design and coordinate professional development program for GFOA staff
- Coordinate internal supervisor and peer review process
- Promote a professional and positive work environment while working with staff to develop strategies to improve employee satisfaction
- Develop and help implement strategies to improve teamwork, workplace culture, and overall communications
- Assist GFOA's Executive Director and Center Directors in managing teams and improve cross-team collaboration
- Provide and/or facilitate training for GFOA staff on various topics
- Chair GFOA's employee wellness and workplace satisfaction committee.



Founded in 1906, GFOA's mission is to promote excellence in state and local government financial management. Currently, the organization has more than 19,100 members representing over 8,200 government organizations including cities, counties, school districts and other special districts, retirement systems, states and state agencies, and the federal government. Members look to GFOA as a leader in providing guidance on best practices, technical resources, publications, and professional development and networking opportunities, and as an advocate within the public finance profession.

GFOA currently employs approximately 55 employees in its Chicago, Illinois, office, and three employees in its Washington, D.C. office. The organization is governed by an 18 member executive board elected by GFOA's membership. The executive board appoints an executive director/CEO to manage the association.

GFOA's leadership team comprises the executive director/CEO and five center directors who oversee all services, programs, and operations. All center directors report directly to the executive director/CEO. The position of Manager of Human Resources and Organizational Development would report directly to the Executive Director/CEO.

GFOA Centers:

- Finance and Administration
- Federal Liaison
- Operations and Marketing
- Research and Consulting
- Technical Services

For more information on GFOA, please visit www.gfoa.org.

GFOA Team

The successful candidate will join a dedicated, diverse, and engaged team at GFOA focused on achieving GFOA's mission and passionate about government and government finance. Employees represent a diverse set of skills, backgrounds, levels of experience and roles within the organization including public finance industry experts, accountants, consultants, researchers, editors, congressional and federal agency liaisons, communication managers, publication coordinators, conference and event planners,



and administrative staff. Many staff members also have prior experience working for state and local government as finance officers, controllers, auditors, budget directors, or analysts, providing a major advantage in our ability to connect with and serve our members.

GFOA has benefited from very low turnover, and almost a third of staff have more than 15 years of experience with the organization. However, GFOA also looks to the future as a period of change. The organization is embracing a new era with the recent retirement of several key staff positions including a CEO/Executive Director that retired in July 2017, after 35 with the organization. While the organization's history has put GFOA in an excellent position for continued success, this change in leadership provides an excellent opportunity to introduce new ideas aimed at further enhancing GFOA's product and service offerings, improving internal workplace culture, and continuing to serve as a resource for state and local financial management.

Minimum Candidate Qualifications:

- Candidates must be able to effectively communicate with GFOA Directors, staff, and members on important human resource issues
- Knowledge and experience with risk management strategies for human resources
- Knowledge of federal and state legislation affecting various facets of human resource function
- Candidates must have demonstrated success in organizational leadership and management in a business, government, non-profit, educational, or other non-profit association environment.
- Ability to manage and organize documentation including position descriptions, employee handbook, and various administrative policies.
- Candidates must be approachable, collaborative managers with the ability to lead and develop GFOA staff at all phases of their careers.
- Candidates must possess strong networking and outreach skills to help build relationships with GFOA staff, GFOA members, and outside organizations.
- Maintain confidentiality of issues and serve as trusted resource for GFOA staff



Position Information:

- Competitive salary and benefits
- Participation in GFOA 403(b)
- The successful candidate will be expected to live in the Chicago metropolitan area.
Relocation assistance is available

Application Process

Candidates who are interested in applying for the position should submit their resume and cover letter, along with contact information for five work-related references, by January 31, 2018.

<http://www.govhrusa.com/current-positions/recruitment>.



For more information, or for questions about the position, please contact:

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Living in the Chicago Metropolitan Area

Chicago is a great place to live that offers something for everyone: world class museums, top-rated restaurants, hundreds of theaters, a wide variety of neighborhoods with unique culture, attractions, history, and feel, and many well-connected suburbs that have a “small-town” feel but offer convenient access to downtown.

GFOA’s office is conveniently located near multiple forms of public transit (including several that stop in our building). The Chicago Transit Authority’s “L” and bus lines provide access to a wide variety of Chicago neighborhoods. Metra maintains three downtown train stations within a short walk that operate service to surrounding suburbs. Chicago was also recently ranked as the best “bike city” in the U.S. by Bicycling Magazine.

For candidates who are relocating to Chicago, GFOA staff can provide suggestions, tips, and guidance. Currently staff members live in many Chicago neighborhoods and suburbs in just about every direction.



Photos of GFOA office at 203 N. LaSalle Street, Chicago, IL (Photos from M&J Wilkow)