

The Virginia Hospital & Healthcare Association (VHHA) is seeking candidates for Director of Human Resources at our headquarters in Glen Allen, Virginia. Under the direction of the VP, Chief Financial and Human Resources Officer, the Director of Human Resources is responsible for guiding and managing all human resources functions for the Association and its affiliates. The Director of Human Resources oversees the full scope of Human Resources activities, including recruitment and onboarding, compensation and benefits, employee relations, compliance, performance management, and staff development. This role provides both strategic insight and hands-on management to support an engaged, high-performing, and inclusive workplace. The Director of Human Resources partners closely with senior leadership and supervisors across all departments, offering expertise, guidance, and support on personnel matters while ensuring adherence to policies, best practices, and applicable employment laws.

Essential functions include:

Leadership & HR Strategy:

- Serve as a strategic advisor to the VP, Chief Financial and Human Resources Officer on Human Resources (HR) policies, workforce planning, and organizational culture.
- Lead HR planning and process improvements to enhance organizational efficiency and employee experience.
- Provide HR guidance, coaching, and support to managers and staff across the association.

Compensation, Benefits & Payroll:

- Develop and implement comprehensive, cost-effective, competitive compensation and benefits programs.
- Oversee administration of all benefits plans, including retirement, deferred compensation, health, dental, life, and disability insurance.
- Oversee all payroll functions.
- Coordinate the annual review and administration of compensation program.
- Responsible for the annual budget for HR programs.

Compliance & Policy Management:

- Monitor and ensure compliance with federal and state employment laws and regulations.
- Maintain and update HR policies, employee handbook, and standard operating procedures.
- Ensure proper documentation, accurate HRIS data, and secure personnel records.

Talent Acquisition & Onboarding:

- Lead full-cycle recruitment for all positions and ensure consistent, equitable hiring practices.
- Coordinate and continually refine onboarding processes to support new employees' successful integration.
- Maintain updated job descriptions and recruitment materials.

Performance Management & Employee Relations:

- Oversee the annual performance review process and ensure consistency in evaluation and feedback practices.
- Partner with supervisors to support performance management, coaching, and employee relations matters.
- Serve as a resource to employees on HR policies, conflict resolution, and workplace concerns.

Staff Development & Leadership Programs:

- Oversee VHHA's leadership development program and identify opportunities for staff skill building.
- Coordinate and facilitate staff training sessions and professional development opportunities.
- Support initiatives that strengthen organizational culture, engagement, and cross-team collaboration.

Ideal candidates will have a comprehensive knowledge of human resources principles, practices, and procedures including employment law, compensation structures, benefits administration, payroll processes, performance management systems, recruitment best practices, and organizational development practices. Must have strong interpersonal and communication skills, as well as the ability to lead HR initiatives that enhance organizational culture.

This is a full-time position which requires occasional travel within the metro-Richmond area and Commonwealth of Virginia. Teleworking allowed based upon mutual agreement with supervisor. A bachelor's degree in Human Resources, Business Administration, or Organizational Development and a minimum of 5-7 years of progressive human resources experience across core HR functions is required. HR certification such as SHRM-CP/SCP or PHR/SPHR preferred.

Compensation will be commensurate with work experience. VHHA offers a competitive benefits package and incentive plan opportunity.

Interested candidates should send a cover letter and resume to recruiting@vhha.com.

VHHA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, age, disability, marital status, military service or veteran status, sexual orientation, gender identity, genetic information, pregnancy, childbirth, or related medical conditions, including lactation, political affiliation, or other basis prohibited by federal or state law relating to discrimination in employment.

It is the policy of VHHA to provide a drug-free workplace in keeping with the spirit and intent of the Drug Free Workplace Act of 1988. VHHA prohibits the manufacture, sale, distribution, dispensation, possession, or use of alcohol, controlled substances, or marijuana on VHHA premises or while conducting VHHA business on or off VHHA premises.