DIRECTOR OF HUMAN RESOURCES
MASSACHUSETTS HISTORICAL SOCIETY
Boston, MA

The Massachusetts Historical Society (MHS) invites nominations, applications and expressions of interest for the position of Director of Human Resources, a newly created role. Reporting to the Vice President & CFO with a dotted line to the President, the Director of Human Resources will build and lead the human resource (HR) function of MHS and partner with MHS leadership to drive human resources initiatives that support the overall mission and strategic direction of the Society. The scope of this role encompasses, among other areas, benefits and compensation, talent acquisition, employee relations, performance management, employee engagement, learning and development, and diversity, equity and inclusion. The Director of Human Resources is focused on continuous service improvement and operational excellence; and provides strategic leadership and vision for an institution committed to fostering a culture that is collaborative, inclusive and forward thinking.

MASSACHUSETTS HISTORICAL SOCIETY AT A GLANCE

Founded in 1791, the MHS is an invaluable resource for the study of American history, life, and culture. Its collections tell the story of America through over twelve million documents, artifacts, and national treasures, including the personal papers of three presidents—John Adams, John Quincy Adams, and Thomas Jefferson. Since 1791, the Society has nurtured and spread
knowledge and the appreciation of American history by preserving and enriching its collections, providing tools and services to support research, and cultivating scholarship. The MHS is committed to the principle that knowledge of our nation’s past is fundamental to its future, and strives to reach a broad audience in order to elucidate the importance of history in understanding change and continuity in our world.

Over the past decade, the MHS has made its resources increasingly available not only to researchers but to the wider public. This has been greatly enhanced by the use of technology, especially through an improved website, ABIGAIL (the Society's online catalog), accessible collection guides and increased digitization. Library visitation is also growing, owing to the Society’s online presence and an increase in the number of research fellowships. A new endowed acquisitions fund has made it possible to add to collections at a time when purchasing materials has become increasingly competitive.

Public events play a central role in the Society. The MHS offers a full roster of engaging programs, including talks by established and emerging historians, history makers and public figures. Exhibitions highlight the Society's collections as well as subjects of topical interest in an endeavor to attract a growing audience.

The Society's education initiatives, designed to enhance the teaching of history to school-age children, have grown substantially. Annually, the MHS provides workshops to over five hundred teachers from across the country, focusing on the use of primary documents to enrich the classroom experience. Teacher Fellows use the MHS collections to develop new lesson plans that are added to the catalog of online educational resources and made available to educators everywhere. The MHS is now the Massachusetts sponsor of National History Day, which engages over a thousand students statewide each year. These efforts are augmented by a number of on-site student programs.

Through its activities, the MHS has built a national and international network of scholars, with fellowships and seminars and much-praised conferences. Publications are aimed to further knowledge of MHS collections. The Adams Papers documentary edition has increased its output in addition to producing several popular works and providing increased digital access to unpublished materials and online tools.

In expanding its range of activities, the Society has built a community of members who share an interest in history. Members enjoy the social as well as the intellectual stimulation of events, while spreading the word and building public support for history and the MHS. After a decade of transformation and growth the Society finds itself poised to become an even greater influence in shaping the future of our nation.

MHS ORGANIZATION AND LEADERSHIP

Working with a dedicated Board of Trustees and Board of Advisors, President Catherine Allgor, noted historian, nonprofit leader and public history innovator, has led the MHS since 2017. The MHS has approximately 65 staff. The Society’s librarians, scholars, educators, program and
event specialists, development and communications professionals, and finance, operations, and support staff average 15 years of service.

The MHS has recently undertaken a strategic organizational redesign to increase management and programmatic capacity over the next three to five years. In establishing this new structure, MHS seeks to:

- Improve planning and execution across the organization
- Add new capabilities required to support emerging priorities
- Strengthen senior management and team structure
- Strengthen functional areas that require best-in-class leadership and management
- Align MHS’ talent strategy with its mission and values regarding diversity, equity and inclusion
- Address leadership and succession considerations

The new structure will create a leadership team comprising a Senior Vice President for Historical Content and Collections, a Senior Vice President for Programs and External Affairs, and a Vice President & CFO. **Also newly created is the role of Director of Human Resources.**

**THE DIRECTOR OF HUMAN RESOURCES WILL:**

- Provide strategic, proactive, and innovative human resources leadership in support of the Society’s short- and long-term goals on both strategic and tactical matters
- Build a comprehensive, centralized best-in-class HR organization that supports a dynamic, growing organization
- Provide hands-on management of benefits, compensation, talent acquisition and development, performance management, employee relations, training and development, HR policy development and compliance
- Develop strong working relationship and seamless communication with Finance Team on all payroll functions, including compensation and benefits
- Lead development, implementation and evaluation of HR policies, programs and processes that nurture an inclusive and equitable working environment
- Convene and support the work of the Society’s DEI Committee
- Continue to build a culture in the HR function that is characterized by best practices that promote operational excellence, adherence to institutional values and high-performing employees
• Serve as a senior-level advisor to the Vice President and CFO and the Society’s leadership team, providing strategic and operational guidance on key HR matters

• Advise the President and Board of Trustees as necessary

THE DIRECTOR OF HUMAN RESOURCES: COMPETENCIES AND SKILLS

The Director of Human Resources:

• Has earned a BS/BA degree from an accredited college/university and has significant and progressively responsible leadership experience across all human resource functions

• Has an entrepreneurial bent and is capable of building a best-practices HR function

• Understands a not-for-profit’s mission and context

• Operates with a “people” orientation, and possesses exceptional leadership and communication skills at all levels of administration and with multiple stakeholders

• Possesses in-depth understanding of HR ethics and professionalism

• Has generalist knowledge of benefits and compensation; performance management; talent acquisition and development; and compliance with state, federal and other regulations

• Demonstrates global and cultural awareness and interacts thoughtfully across diverse populations, fostering an equitable and inclusive workplace culture with a clear focus on organizational climate and a sense of belonging

• Creates a working environment that encourages team-building, innovation and open communication

• Exhibits excellent judgment in their role as advisor, supervisor, and mentor

TO APPLY:
Sage Search Partners is assisting MHS with this search. Confidential nominations and applications (cover letter and resume) should be sent to Paula Fazli, Managing Partner pfazli@sagesearch.com
The Society is an equal opportunity employer

We aim to be a diverse workforce that is representative, at all job levels, of the citizens we serve. Candidates of all backgrounds are welcomed and encouraged to apply. We are committed to creating a work place free from harassment and discrimination on the basis of race, color, ancestry, religious creed, gender identity and expression, national or ethnic origin, sex, sexual orientation, pregnancy, age, genetic information, disability, military or veteran status, or any other category protected by law (also known as membership in a "protected class"). We offer a competitive benefits package and salary commensurate with experience.