



RCS Hospitality Group
a new generation of hospitality management
6412 Brandon Ave. #339 Springfield, VA 22150
www.consultingRCS.com

Position Available:
HUMAN RESOURCES DIRECTOR
The Yale Club of New York City
New York, NY

The Yale Club of New York City has an exciting opportunity for an experienced Human Resources professional to join their team. Reporting to the Chief Operating Officer, the Director of HR is directly responsible for developing and executing human resource strategy in support of the overall business plan and strategic direction of the organization. Furthermore, they are responsible for the overall administration, coordination, and evaluation of the HR function. They also oversee HR systems and develop HR policies and programs for the entire organization. The major areas covered are succession planning, talent management, change management, compensation and benefits, employee relations, labor relations, and ensuring compliance with regulations. The Director of HR provides strategic leadership by articulating human resource needs and plans to the executive, leadership, and management teams and the board of directors.

ESSENTIAL FUNCTIONS

- Acts as a senior advisor to executive leadership on personnel matters and people strategy.
- Designs, develops, recommends, and implements strategies to support, improve and strengthen the Human Resources Department and services.
- Under the general/strategic direction of the COO establishes Human Resources Core departmental goals, activities, objectives, and policies; hires and supervises HR staff; aligns the staff competencies and talents, as well as the budget and activities of the department with institutional goals.
- Annually reviews and makes recommendations to the COO and Executive Management for improvement of the organization's policies, procedures, and practices on personnel matters.
- Develops strategies and oversees tools that illicit employee feedback through employee engagement surveys, stay surveys, exit surveys, etc.
- Regularly meets and consults with managers and supervisors to provide support for all personnel matters, including, vacancy management, employee/labor relations, HR analytics, compensation and benefits, professional development, etc.
- Advises on work performance matters, including problem resolution, employee discipline, annual performance appraisals, and career development opportunities to assist with retention, and organizational design.
- Develops and implements a corporate-wide compensation strategy.
- Analyzes data and produces reports, documents, and surveys. Ensures effective communication between HR and Payroll.
- Maintains knowledge of industry trends and employment legislation and ensures compliance.
- In collaboration with the HRIS, produces and maintains HR data that helps guide people strategy and decisions.
- Manages Human Resources annual department budget.
- Interacts regularly with all levels of staff to establish an understanding of their roles and responsibilities, to determine their HR support needs, and to communicate HR's services.
- Interprets contracts and agreements and Labor Relations Orders dealing with wages, hours, working conditions, and all other matters within the purview of the agreement affecting employee relations and personnel management activities.
- Investigates and processes employees' complaints to be handled at the corporate level.
- Meets with Union representatives in Labor Management meetings to discuss and seek resolution of Corporation system-wide or local issues.
- Maintains liaison with Office of Labor Relations, Office of Collective Bargaining, and other City, EEO, Office of Legal Affairs, HR Shared Services, and State or Federal agencies relating to various employee relations matters.
- Trains and guides supervisors and managers in all employee relations and labor relations matters
- Participates on committees and special projects and seeks additional responsibilities as directed by the COO, or as needed by the organization.
- Local 6, DC 9, and Local 94 union experience.



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CORE RESPONSIBILITIES

- **Innovative:** Possess unique and creative ideas. Have an in-depth understanding of current human resources trends, including any technology needed to support these initiatives. Must possess the confidence to explore innovative concepts.
- **Develop:** Exhibit a broad knowledge and experience base and develop the existing team to the level of a high-performing department.
- **Delegate:** In tandem with developing the team, the individual must be comfortable with delegating existing projects to focus on the next big idea.
- **Execute:** Proven ability to create and deliver successful HR campaigns resulting in significant increases in employee engagement, retention, and culture.
- **Evaluate:** The individual must have experience with budgets, financial reporting and demonstrate a complete understanding of people strategies.

OTHER REQUIREMENTS

- Exceptional relationship-building skills.
- Highly organized and detail-oriented.
- Professional demeanor and appearance.
- Possess the ability to be flexible and adapt to change.
- Excellent people and customer service skills and superior interpersonal skills.
- Excellent presentation and communication skills including email, written, phone, and verbal.
- Be dynamic, self-motivated, and creative; practice empathy, emotional intelligence, and mindfulness with members, and staff.
- Professional demeanor, respectful, and professional interactions with all members, guests, and staff.
- Strong leadership qualities – communication, building and leveraging relationships, managing up, down, and across, stakeholder management, and self-confidence.
- Ability to problem-solve, create, and maintain schedules, and be both a prepared and flexible person.
- Establish and uphold positive and productive working relationships with members, guests, and staff.
- Work efficiently, both independently and as part of a team.
- Be organized, exercise sound judgment, perform detailed tasks; understand, follow, and give clear verbal and written direction.
- Job routinely requires sitting, walking, talking, and use of a computer and telephone.
- Some travel is required.
- Bilingual (English/Spanish) a plus.

EDUCATION/EXPERIENCE

- Bachelor's degree or the equivalent years of experience in Human Resources or a related field. Master's degree preferred.
- A minimum of seven (7) years of HR generalist experience is required.
- HRCI and/or SHRM Certification required or attained within one year of hire.
- Minimum of five (5) years managing high-performing teams.
- Previous hospitality, member association, or private club experience is preferred.
- Knowledge of HRIS systems.
- High level of proficiency in Microsoft Office Suite

REPORTS TO

Chief Operating Officer

DIRECT REPORTS

Human Resources Team of 3 (three)



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THE CLUB OFFERS

\$185,000 - \$195,000, commensurate with experience and bonus potential based on key metrics of up to \$25,000.

Full medical and dental benefits and a holiday and vacation package are offered along with a 401K plan after 90 days. Relocation reimbursement is available if needed.

CLUB OVERVIEW

The Yale Club of New York City has over 13,000 members from all around the world. Our membership continues to evolve and reflect the values, traditions, and above all, love for the University.

The Yale Club was founded in 1897 on a shared common history, with the goal of allowing graduates the ability to continue the friendships they formed at Yale. Over the last century, it has grown into the organization that members enjoy today. It is a club in the most treasured sense of the word.

Originally located at 17 Madison Square and then 30 West 44th Street, the Club now sits on Vanderbilt Avenue, in the heart of Midtown and just steps away from Grand Central Station. The Clubhouse was designed by James Gamble Rogers '89 and hailed for its dignified neoclassical design. Upon opening its doors in 1915, the building became the largest clubhouse in the world and continues to be the largest college clubhouse in existence today.

Whether you are coming to the city for a special event, or just stopping over on your way to some faraway place, take advantage of all that The Yale Club has to offer.

- **Cocktails, dining, and magnificent views from the Roof Dining Room & Terrace**
- **Tap Room dining**
- **Library**
- **Member activities**
- **Special event spaces and event planners**
- **Overnight guest rooms**
- **Fitness and squash facilities**

CLUB DETAILS

- 13,000+ total members worldwide
- \$14M Annual Dues Volume
- \$42M Gross Volume
- 21 Board Members (3-year term)
- 295 Employees
- Standing Committees: 12
- Website: <https://www.yaleclubnyc.org/>

[CLICK HERE TO APPLY](#)