



Director, Human Resources Society for Maternal & Fetal Medicine

About Society for Maternal & Fetal Medicine

Established in 1977, the Society for Maternal-Fetal Medicine (SMFM) is a non-profit membership organization based in Washington, DC. With more than 5,300 physicians, scientists and women's health professionals around the world, the Society supports the clinical practice of maternal-fetal medicine by providing education, promoting research, and engaging in advocacy to optimize the health of high-risk pregnant women and their babies.

Position Summary

The Director, Human Resources will support the Society for Maternal-Fetal Medicine and the Foundation for SMFM as the lead on human resource management and people development (currently 38 remote staff). The Director performs key operations and functions of the association (and foundation) related to its staff, including recruiting and onboarding, benefits and compliance, compensation, policy management, people development and performance management.

Recruiting & Onboarding

- Maintains job descriptions, organization chart (including visual org chart for Board of Directors) and compensation administration.
- Manages SMFM's recruitment process including review of job descriptions with the hiring team, job postings, administration of recruitment platform, conducts candidate screenings, background checks and supports the hiring manager with interview schedules. Works with CEO and Controller & Sr. Director of Operations on compensation, offer letter and hiring documents.
- Leads onboarding process including new hire documents, orientation, benefits, IT and goal setting with Hiring Manager.
- Liaises with SMFM IT vendor to ensure timely delivery of computer equipment for new employees on their start date.

Benefits & Compliance

- Manages the implementation of SMFM's employee benefits strategy with a focus on streamlined administration and responsiveness to employee inquiries.
- Manages all SMFM's benefit programs.
- Leads annual open enrollment including vendor management, staff communication, enrollment tracking and reporting.
- Ensures timely benefits enrollment for new hires and accurate benefit enrollments and changes by regular audits throughout the year.

- Prepares and submits timely benefits data for all required compliance testing.
- Submits benefits claims and manages the claims process for workers compensation, and disability leave programs.
- Works to ensure compliance with federal, state, and local employment laws. Stays current on compliance trends in remote workspaces.
- Maintains human resource records, including current and former employees' personnel files.
- Maintains SMFM's Remote Work Policy.

Compensation

- Works with the CEO on compensation policies, changes and discussions with staff.
- Together with the CEO, conducts an compensation analysis (every 2 – 3 years) against market benchmarks.
- Prepare total compensation statements for staff annually (via Paylocity and supplemental data).
- Works with staff to maintain updated job descriptions (JDs) and maintains an inventory of current JDs.
- Works with the President and Board of Directors related to the CEO's contract and compensation terms.

Policies, People Development & Performance Management:

- Develops and maintains an inventory for standard operating procedures (SOPs) for key positions and programs.
- Ensures appropriate updates (i.e., reviewed annually) are made to the Employee Handbook to adhere to changes in laws or best practices.
- Works with staff to develop annual professional development plans.
- With the Controller & Sr. Director of Operations audits the professional development stipend offered to staff and encourages appropriate use related to professional development goals and plans.
- Identifies gaps in knowledge and works with Managers to identify training opportunities.
- Oversees the performance management process, quarterly check-ins (via Small Improvements Platform) and communicates timelines and due dates. Makes recommendations on goal setting and conducts quarterly check-ins with each staff member.

Requirements

SMFM Staff Core Competencies

All SMFM staff members are expected to demonstrate excellence in the following areas:

- Respect for differences – whether racial, ethnic, sexual orientation, gender, or socioeconomic class.
- Effective, respectful, and timely communications with supervisors, coworkers, vendors, and others.

- Effective teamwork and collegiality to ensure the timely, strategic, and successful completion of work.
- Actively listening, seeking, and accepting feedback, and recognizing the importance of stretching oneself, learning, and growing.
- Being an analytical, thoughtful, and strategic thinker and actor; considering the mission, objectives, work plans, and goals of SMFM's work and demonstrating an understanding of the impact of their decisions and behavior on the organization.
- Seeking out advice, counsel, and permission appropriately; but not being afraid to act when it is required to be effective.

Desired Qualifications

- Education: Bachelor's degree in human resources or business strongly preferred; equivalent work experience may also be considered. PHR preferred.
- Related Experience:
 - 7-10+ years' experience in a progressively responsible human resources generalist role.
 - Must exhibit strong HR acumen in recruiting and onboarding, benefits and compliance, compensation, policy management, people development and performance management.
 - Experience with diverse staff teams, including working in a remote work environment.

Skills

- Strong internal consultation approach.
- Ability to work effectively and expediently in a remote team environment. Strong interpersonal skills with the ability to listen and demonstrate empathy.
- Strong work ethic; high level of confidentiality, integrity, and dependability with a strong sense of urgency and results-orientation.
- Excellent written and verbal communications skills, as well as presentation skills.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Detail-oriented with strong project management skills. Excellent organizational skills.
- Calm and professional demeanor in a fast-paced environment.
- Ability to manage multiple demands and short deadlines with little supervision.
- Availability for some travel for SMFM meetings and occasional flexibility with work hours.

Details

- **Location:** This is a fully remote (virtual) position. Only candidates based near Washington, D.C. or on the East Coast will be considered for this position. This requirement is intended to align with the location of the majority of our current staff.
- **Status and Salary:** This is a full-time position. The annual compensation is \$95,000- \$120,00 plus benefits. Actual compensation will be based on experience, education, skills, and other job-related factors.
- **Level:** Experienced.

- **Reports To:** Controller & Sr. Director of Operations.
- **Supervisor Responsibilities:** This is an individual contributor role.
- **To Apply:** [Expand HR Consulting](#) has been exclusively retained to lead this search. To apply, please send your letter of interest and resume to Expand HR Consulting, resumes@expandhr.com.
- **Diversity:** SMFM is committed to providing an opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.