



# St. Anne's-Belfield School

SEARCH PROFILE

## Human Resources Director Search

Charlottesville, Virginia

NOVEMBER 2021

**Peña**  
S E A R C H

## The School

St. Anne's-Belfield School (St. Anne's) is an independent, co-educational boarding and day school for children and adolescents in Pre-School through 12th grade. Located on more than 55 acres in Charlottesville, close to the University of Virginia, two campuses house the institution's 905 students. The Belfield Campus contains the PS-8 academic buildings and the majority of the school's athletic facilities, and the Greenway Rise Campus is home to the Upper School (grades 9-11) academic buildings and additional athletic facilities. St. Anne's has six buildings that contain its 97 classrooms (including three computer labs and eight science labs), two libraries, and three gymnasiums. Recent additions include a 105,000 square-foot Learning Village, a squash court complex, and a state-of-the-art turf athletic field.

With a rich history dating back to 1910, St. Anne's-Belfield is the result of the 1975 merger of two schools. Originally part of the Episcopal diocesan school system, the institution dissolved its ties to religious associations and became nondenominational in 1985. Weekly chapel services are a time-honored tradition, however, and play a significant role in the life of the school, providing an opportunity for students and faculty to come together around a common experience and share thoughtful dialogue and diverse perspectives.

For over a century, St. Anne's has fostered an educational community that nurtures the development of advanced skills, abilities, and knowledge; supports high personal aspirations;



and develops ethical and engaged individuals who are well prepared to succeed in higher education and to meet the real-world challenges that await them. Graduates go on to attend some of the finest colleges and universities across the country. Recent matriculations include Dartmouth College, Duke University, the University of Pennsylvania, Harvard College, the University of Chicago, Georgetown University, and the University of California, Berkeley, to name a few.

St. Anne's-Belfield is governed by a 16-person Board of Trustees and is accredited by the Virginia Association of Independent Schools. Memberships include: Association of Boarding Schools, Cum Laude Society, Council for Advancement and Support of Education, Independent School Management, Duke Talented and Gifted Program, Educational Records Bureau, National Association of College Admission Counselors, National Association of Independent Schools, and the Secondary School Admission Test

Board. The school has an operating budget of \$24 million, an endowment of \$65 million, and is in sound financial condition. The St. Anne's community currently consists of 210 full-time employees with additional tutors, adjuncts, summer counselors, seasonal coaches, and a variety of contractors holding part-time positions.

<u>Core Purpose</u>
<i>To inspire and prepare the next generation of exemplary citizens and visionary leaders.</i>
<u>Values</u>
<i>Integrity - Cultivating responsible, honorable, ethical behavior</i>
<i>Curiosity - Fulfilling our desire to question, to know, and to learn for a lifetime</i>
<i>Diversity - Seeking to know, learn from, and value one another</i>
<i>Creativity - Expecting imaginative, critical, and divergent thinking</i>
<i>Agency - Empowering students to own their learning</i>
<i>Impact - Accomplishing meaningful, significant work for the greater good</i>

## The Opportunity

### Role

The Human Resources Director is responsible for building and overseeing a high-functioning, effective, and people-driven human resources management function for the school. This role includes responsibility for compensation and benefits administration, implementation of HR policies and procedures, legal compliance and risk management, support of senior leadership in employee development, fostering a positive and productive school culture, guiding performance evaluation, analyzing and tracking personnel budgets, and directing talent management and employee relations.

### Responsibilities

Reporting to the Chief Operating and Financial Officer, the Human Resources Director will be responsible for ensuring that all human resources policies and practices are clearly articulated, consistently applied, and conform to legal requirements. This position requires a highly organized and detail-oriented person with excellent interpersonal skills, exceptional communication abilities, and a high degree of confidentiality and discretion.

Essential responsibilities include the following:

- Working closely with the Chief Operating and Financial Officer to assess, analyze, and implement HR best practices and the required infrastructure to build a human resources centric culture.
- Managing all payroll and benefits administration.
- Overseeing talent management processes including recruitment, background checks, new employee orientation, and onboarding.
- Supervising annual employee agreement processes and 403(b) review and compliance requirements.
- Assisting senior administration with employee relations, performance issues, professional development, training, and resource allocation including budgeting.
- Maintaining knowledge of industry trends and employment laws and ensuring compliance with human resources federal and state legislation.
- Participating in employee coaching and performance improvement meetings.
- Analyzing positions and developing job descriptions.
- Reviewing and making recommendations for improvement of HR systems and procedures as required.
- Reviewing, preparing, and administering the school's wage and salary program in partnership with the Head of School, COO/CFO, and other members of the compensation committee.
- Serving as a source of information and support for all St. Anne's-Belfield employees in human resources management and work-related matters.



# The Ideal Candidate

## Leadership

A strong, energetic individual who has the confidence to use independent judgment and to make and follow through on difficult decisions.

A creative and strategic thinker who leads by example through hard work and commitment to excellence.

An accessible, visible, and engaged person who is an active and positive presence in the daily life of the school.

## Education and Experience

Bachelor's degree in a related field required; master's degree preferred.

Independent school experience and/or experience with implementation of HRIS systems highly desirable.

SHRM certification a plus.

## Skills & Knowledge

- Demonstrated knowledge of fundamental human resource principles, procedures, and practices including wage and salary administration, benefits program implementation, performance management, employee relations, recruitment and hiring, training and development, regulatory compliance, and affirmative action.
- Excellent interpersonal, analytical, organizational, and employee relations skills.
- Ability to manage multiple projects simultaneously and follow through to conclusion.
- Strong verbal and written communication skills and the ability to convey ideas effectively at all levels in an organization.
- Adept at thinking strategically regarding human resources and larger institutional concerns while working to balance and prioritize current needs of the school.
- Demonstrated aptitude to act independently, analyze data, take initiative, and make recommendations to achieve optimal results.
- Proficiency in Microsoft Office, including Word, Excel, and PowerPoint; Google Suite; HRIS Systems; and Payroll (Dominion Payroll).

- Proven expertise in establishing best practices, policies, procedures, and workflow in a human resources management department for a diverse employee base of 210 full-time employees.

## Personal Characteristics

- Strong work ethic, results orientation, and a desire to excel.
- Adept at working collaboratively as part of a team and across functional areas.
- High degree of people and business acumen.
- Skilled at leading and managing change.
- Able to build trust and credibility with a wide variety of stakeholders.
- Sound judgment and discretion relating to confidential matters.
- A talent for balancing the broader needs of an institution with the needs of an employee or department.
- Effective priority management and the ability to meet deadlines and multitask.

## Other Considerations

<u>Compensation</u>	Competitive with comparable organizations, and commensurate with capability, experience, and prevailing market trends
<u>Location</u>	Charlottesville, Virginia
<u>Travel</u>	Minimal
<u>Education</u>	Bachelor's degree required; master's degree preferred
<u>Website</u>	<a href="https://www.stab.org/">https://www.stab.org/</a>



## Contact Information

Carlos Peña

214-736-8891

[carlos@penasearch.com](mailto:carlos@penasearch.com)

Dianne Puls

469-305-7220

[dianne@penasearch.com](mailto:dianne@penasearch.com)

Peña Search

[www.penasearch.com](http://www.penasearch.com) | 214.775.0903

*Empowering causes through the power of people.*

