

## Job Description - Director, Human Resources Business Partner

<b>Client:</b>	<b>The Pew Charitable Trusts</b>
<b>Position/Title:</b>	<b>Director, Human Resources Business Partner</b>
<b>Reporting Line:</b>	<b>Vice President, Human Resources</b>
<b>Position Location:</b>	<b>Washington, DC</b>
<b>Search Firm Contact:</b>	<b>Milton Hall, <a href="mailto:MHall@HumanCapitalLLC.com">MHall@HumanCapitalLLC.com</a></b>

### **About The Pew Charitable Trusts:**

Human Capital Consultants has been retained to identify a Director, Human Resources Business Partner for The Pew Charitable Trusts, an independent nonprofit organization that aims to improve public policy, inform the public, and invigorate civic life. For more than 75 years, Pew has used data to make a difference – addressing the challenges of a changing world by illuminating issues, creating common ground, and advancing ambitious strategies that lead to tangible progress. Pew is made up of a diverse, passionate, global team working together to address the challenges of a changing world.

### **Summary of Position:**

The Director, Human Resources Business Partnership (HRBP) leads the HRBP team to ensure its objectives and performance are closely aligned with the needs of the organization. Reporting to the Vice President, Human Resources, this role acts as a strategic advisor to leadership, driving the development and execution of people strategies that support business goals and foster a high-performance, inclusive culture.

The director defines the HRBP team's strategy and priorities. The team acts as a strategic HR partner to all departments, advising on performance, staff development, organizational design, compensation, workforce planning, and employee relations. The team collaborates across other HR functions to implement initiatives in total rewards, talent acquisition, and talent management and development.

### **Roles and Responsibilities:**

#### **Strategic:**

- Set the overall strategy and direction for the HRBP function, ensuring alignment with HR department and organizational objectives.

- As a member of the human resources leadership team, collaborate with colleagues to help set strategy for human resources programs and processes, plan for implementation, and support or manage ongoing rollout.
- Serve as a strategic partner to business leaders, providing guidance on organizational design, workforce planning, talent management, and change management.

**Leadership & Engagement:**

- Lead, coach, and develop the HRBP team, fostering professional growth and ensuring effective service delivery.
- Foster a work environment that inspires excellence, values impact, encourages transparency, builds mutual trust and respect, embraces and values diversity, and is collaborative, caring, and compassionate.
- Serve as a trusted and credible partner who anticipates needs and proactively recommends solutions.
- Collaborate with all areas of HR, such as talent acquisition, talent management and development, and total rewards to implement HR programs that drive employee engagement and organizational success.
- Establish a productive business partnership with internal clients to provide support as the first point of contact in all areas of human resources. Liaise with management and staff to understand the team's work business and to help support the department's objectives from conception to completion while ensuring alignment with Pew's HR practices.
- Manage special HR projects such as engagement initiatives, staff retention strategies, and workforce planning.

**Operations and Collaboration:**

- Work with other operational functions (ex: IT, finance, workplace services) to ensure integration and alignment of cross-functional staff support across the organization.
- Exercise accountability for clear and thoughtful communications to ensure an environment of transparency, clarity of mission and support while also demonstrating high standards of excellence and accountability.
- Strengthen and build best-in-class processes and practices. Identify and drive the sharing of best practices across the team and within HR to facilitate continuous improvement.
- Partner with in-house counsel to resolve complex employee relations issues—including investigations, disciplinary actions, and conflict resolution—ensuring all HR practices are compliant with evolving legal and organizational standards.
- Analyze HR metrics and trends to inform strategic decisions. Leverage insights to coach leaders and propose improvements.
- Ensure consistency in HR policies and practices while adapting to the unique needs of different business units.
- Perform other duties as assigned.

**Knowledge, Skills and Abilities:**

- Demonstrated ability to lead and influence at all organizational levels.
- Strong business acumen and strategic thinking skills; understanding of how the business serves clients and how organizational success is achieved.
- Excellent communication, interpersonal, and relationship-building abilities.
- In-depth knowledge of employment law and HR best practices.

- Must have a high attention to detail.
- Strong operational excellence orientation.
- Detailed project management skills – running projects from inception to deployment.
- Familiarization with or interest in learning AI and incorporating learned practices within HR.
- Self-motivated with an entrepreneurial spirit that can identify and develop a range of solutions.
- Comfortable with ambiguity.

**Education and Experience:**

- Bachelor's degree in human resources or related field, or equivalent relevant experience required; master's degree preferred.
- Minimum of 10 years of progressively responsible HR experience, including at least 8 years in an HRBP or HR generalist capacity and experience managing teams.
- Experience with international/global HR, as well as domestically across multiple states is required.
- Experience in a large non-profit is beneficial.
- Experience with organizational change, talent management, and employee engagement.
- Experience with Workday preferred.

**Well-Qualified and Interested Candidates should forward their Resume / CVs to Milton Hall at  
[MHall@HumanCapitalLLC.com](mailto:MHall@HumanCapitalLLC.com)**

Disclaimer: The above statements are intended to describe the essential job functions, general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Our client is an equal opportunity employer and does not discriminate on the basis of race, gender, physical impairment, sexual orientation or other diversity distinctions. All due and reasonable consideration will be given to qualified candidates.