



Assistant Vice President of Human Resources
Portland, OR

Oregon Health & Science University Foundation (OHSUF) seeks an insightful, inclusive, and emotionally intelligent human resources professional with deep experience to serve as Assistant Vice President of Human Resources (AVP HR). The AVP serves as a vital leader within the OHSU Foundation by providing vision, leadership, and a strategic framework for the Foundation's recruitment, development, and retention of top-tier talent. Success for the next AVP will be defined in part by guiding the transformation of the HR function toward becoming a true strategic partner to executive leadership, focused on driving a culture of equitable accountability as well as promoting the OHSU Foundation's brand as a talent magnet and employer-of-choice. The AVP leads a team of four human resources professionals across recruitment, engagement, learning and professional development, and payroll and benefits administration. Grounded in exceptional relationship-building skills, the AVP will serve to reinforce collaboration and integration across the enterprise and foster the development of high-quality leaders who will positively influence the culture internally and amplify the work of the OHSU Foundation externally.

Founded originally in 1887 as the University of Oregon Medical School, with independence in 1974 and rebranding to Oregon Health & Science University in 2001, OHSU serves as the premier center for Oregon dentistry, nursing, medicine, and public health programs. OHSU is one of the leading medical treatment, education, and research centers in the country. In 2021, OHSU educated more than 4,700 students, treated more than 310,000 patients, and received over \$586 million in research grants. OHSU's leading research centers include the Knight Cancer Institute (led by the visionary Dr. Brian Druker), the Casey Eye Institute, the OHSU Knight Cardiovascular Institute, and the OHSU Neuroscience Initiative focusing on three main areas of brain health: neurodegeneration, neurodevelopment, and neuro-repair.

Building on considerable momentum from the successful seven-year, \$2B *Onward* Campaign, OHSU Foundation leaders are continuing to invest in talent and thinking about how to continually stretch the boundaries of philanthropic goals while reflecting on how best to center equity and diversity in all efforts. A member of the president's executive leadership team reporting to the Chief Financial Officer & Vice President of Finance, the AVP HR will be a strong coach and problem solver, diplomatic change agent, and an expert in understanding organizational dynamics. The AVP will incorporate active and engaged learning into the life and activities of the organization, instill a shared sense of accountability among team members that fortifies their approach to integrated teamwork, and create pervasive, sustainable cultural norms and values that align with OHSUF's mission. Leading by example, the AVP will inspire a positive culture of mutual ambition and collective celebration of achievements.

The ideal candidate must have sound judgment to deal with confidential and sensitive information, and often act as a liaison between the President and other constituencies, both internal and external. They should be comfortable leading and sustaining change and embody a sophisticated sense of racial and social justice with an appreciation for fostering diversity, equity, and inclusion in all activities. The AVP must be able to thrive in



a team environment, where members collaborate to ensure effective and smooth HR support to employees across the organization, while also serving as a strategic thought partner to the executive leadership team.

The OHSU Foundation seeks expertise in many of the following areas: organizational design, change management, professional development and training, leadership strategy, performance management, internal communications, conflict resolution, and human resource administration. Experience in a mission-driven, innovative, and fast-paced environment is highly desirable, along with a quick-thinking, flexible, and inclusive approach that values the need for consensus while driving progress against stated goals.

An authentic and accessible leadership style, well-suited to management in a complex, rapid-change environment, is a prerequisite, as is the creativity, energy, and political savvy needed to prioritize and uplift new ideas and shared successes. Strong managerial and motivational skills are required, as well as the compassion, clarity, and communication skills necessary to articulate clear organizational goals and empower OHSUF staff. A human resources credential is preferred.

OHSU, the Foundation, and *Onward*

[OHSU](#) has a tradition of taking on the impossible—and delivering. Since its founding more than 130 years ago as the first medical school in the Pacific Northwest, OHSU has challenged the status quo in pursuit of better care and quality of life for the people of the region and beyond. OHSU researchers and clinicians work across the spectrum of health goals and challenges, from heart disease to brain health to ending preventable blindness to improving health equity.

The [OHSU Foundation](#) advances OHSU’s mission by igniting the power of philanthropy. The OHSU Foundation exists to secure private philanthropic support to advance OHSU’s vital missions, and to invest and manage gifts responsibly to honor donors’ wishes. Thousands of donors contribute millions of dollars in financial support to OHSU and OHSU Doernbecher Children’s Hospital every year.

This broad range of support places OHSU among Oregon’s top beneficiaries of private philanthropy. And it makes the OHSU Foundation, with more than \$1.5 billion in assets, one of the largest public university foundations in the Northwest.

OHSU’s bold visioning also applies to the Foundation’s fundraising approach as exemplified by OHSU’s recently closed \$2 billion [Onward campaign](#). A rally point of the campaign was the Knight Cancer Challenge, in which \$1 billion was raised in 22 months with the support of 10,000 donors and a \$500 million pledge from Nike co-founder and chairman Phil Knight and his wife, Penny. This infusion of philanthropic dollars reinforced OHSU’s standing as a magnet for creative researchers and clinicians unafraid to take big risks and unorthodox approaches to accelerate progress.

In 2020, the community quickly rallied with an outpouring of support for OHSU’s COVID-19 response, expanding access to care and testing, improving critical care abilities, and helping to keep front-line workers safe. Philanthropy fuels OHSU’s work to make discoveries faster, save more lives, and give hope to millions.



Tara Sims, CPA, CGMA

Chief Financial Officer & Vice President of Finance

Having recently celebrated her 13th year at the OHSU Foundation, Tara leads the Finance, Human Resources, and Facilities Teams. As CFO, she is responsible for providing advice and counsel in the areas of strategic planning, funding model scenarios, budgeting, financial performance monitoring, and complex gift structuring. Additional responsibilities include partnering with OHSU financial leadership to ensure proper management of donor gift funds. In addition to being a Portland State University Viking (B.S. '89), Tara is also a licensed Oregon Certified Public Accountant and a Chartered Global Management Accountant.

Assistant Vice President of Human Resources

The Assistant Vice President of Human Resources will report directly to and work closely with OHSU Foundation CFO Tara Sims. As a member of the OHSUF President's executive leadership team, the AVP will be a thought leader and influencer of culture, goals, strategies, and tactics across the organization.

The AVP HR is responsible for developing and leading strategic initiatives and programs that serve to attract, retain, and engage a thriving workforce. Working in collaboration with Foundation peers and OHSU constituents, the AVP will provide high-level oversight of the Foundation's HR services, ensuring that they are effective, innovative, equitable, and aligned with organizational culture, values, and strategic goals. The AVP will also serve as a key advisor and partner to the Foundation's executive leadership team, identifying and advocating for the necessary resources, policies, and processes that engender a respectful, inclusive, collaborative, safe, and healthy work culture. In this work, the AVP will lead a team of four HR professionals, establishing clear team objectives and providing individual coaching and mentorship.

Essential Duties

Strategic Leadership of HR Functional Areas

- Provide strategic leadership and direction for all HR programs, policies, and processes; ensure compliance with relevant federal, state, and local employment laws
- Serve as an advisor to senior leaders on HR strategies and objectives; continuously benchmark and assess current practices and lead process improvement initiatives where necessary
- Proactively lead workforce planning across the organization and drive succession planning for key roles
- Develop and drive organizational talent management strategies; lead the design and implementation of learning and development programs
- Oversee the Foundation compensation program (including compensation philosophy, executive compensation, and merit pool recommendations); ensure total rewards package is competitive and equitable
- Audit and enforce standardization of people processes and policies to mitigate risk and emphasize equitable and consistent application
- Mediate complex employee relations issues and oversee workplace investigations; develop and manage effective harassment and complaint procedures and trainings to ensure a safe and healthy workplace for all staff
- Lead relevant organizational assessments and surveys; develop data-driven strategies to enhance the employee experience and promote a respectful, inclusive, and collaborative work culture



- Formulate and drive change management strategies, developing appropriate strategies and effective communication to promote organizational transparency and employee buy-in
- Provide HR leadership and expertise for the Foundation's Diversity, Equity, and Inclusion strategies and goals; serve on the Foundation Equity Committee
- Serve as strategic liaison to OHSU HR leadership, ensuring there is appropriate alignment in policy, process, and philosophy

HR Team Oversight

- Develop and direct HR department strategy, objectives, and vision
- Establish clear individual and team goals and monitor progress toward those goals
- Oversee and formally evaluate the work of direct reports

Experience and Qualifications

- Demonstrated leadership and coaching skills; ability to partner with senior leaders and other key stakeholders to develop, measure, and refine HR strategies that align with Foundation objectives and drive organizational success
- Exceptional interpersonal skills and proven ability to build credibility and trust across diverse internal and external constituents
- Compassionate and culturally responsive with a clear commitment to diversity, equity, and inclusion; ability and desire to weave DEI into HR processes, policies, and practices
- Depth of experience in employee relations; ability to navigate complex employee relations issues and mediate effective and appropriate solutions
- Skilled in counseling and conflict resolution; exercises a high degree of emotional intelligence, judgement, and integrity when managing sensitive personnel issues
- Fluency with talent management strategies and best practices; ability to develop and oversee programs across the employee lifecycle
- Extensive knowledge of current local, state, and federal employment laws
- Excellent communication skills
- Knowledge of management best practices; demonstrated ability to coach and mentor a team
- 10+ years of progressively responsible human resources experience, including experience providing strategic oversight of HR programs, policies, and practices
- Proven success in managing, mentoring, retaining, and recruiting a professional and diverse staff
- A SHRM or PHR certification preferred

Location, Schedule, and Compensation

OHSUF offers a competitive total compensation package. The estimated salary range for this position is \$150,000 - \$180,000, depending on experience. Information about the benefits package is available [online](#).

This is a Portland-based position. The OHSU Foundation is offering a hybrid working schedule for many employees, which allows employees to work in the office or remotely.

Portland, Oregon's largest city, is one hour from the Oregon Coast, at the convergence of two major rivers (the Columbia and Willamette), near the Columbia River Gorge and Mount Hood, and Willamette Valley wine



country. The Portland metro area rests on traditional village sites of the Multnomah, Wasco, Cowlitz, Kathlamet, Clackamas, Bands of Chinook, Tualatin Kalapuya, Molalla, and many other tribes. Portland is perhaps best known for being a sustainability-minded, bike-friendly city with easy access to nature, populated by crafty people who celebrate individuality and creativity. Portland is a renowned culinary destination, famous for fresh food featuring local ingredients. Portland has the amenities of a major city (a top-ranked international airport, an efficient public transit system, major league sports teams, and many museums and art galleries) and the charms of a small city (such as plentiful arts and crafts fairs, independent bookstores, and local traditions like the annual Rose Festival Parade and Soapbox Derby). For a major American city, Portland continues to have comparatively low rates of crime.

Interested in Learning More?

The OHSU Foundation has partnered with Talent Citizen to assist in this recruitment. Please reach out to President Tracy D. Welsh and Senior Associate Rachel K. Partin to share your biographical materials via email at: ohsuf-avphr@talentcitizen.com.

OHSU believes that diversity and equity are imperative to its success, which is why it is committed to creating and sustaining a culture where all employees are empowered to do great work—and where the best decisions are made because they're informed by multiple, diverse perspectives.

The OHSU Foundation provides equal opportunities to all individuals without regard to age, color, current or future military status, disability (physical or mental), gender, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sexual orientation, veteran, or any other status protected by law.