

Reston Association is seeking its next DIRECTOR OF HUMAN RESOURCES



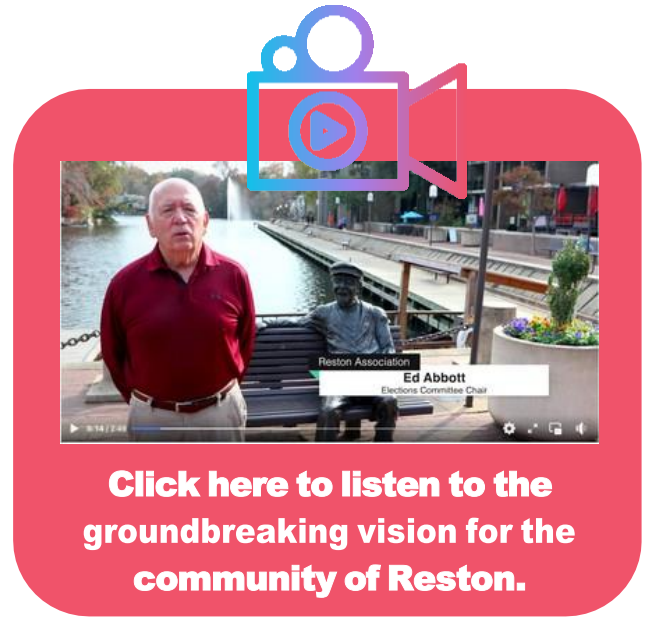
About Reston Association

Founded in 1964 by Robert E. Simon, Reston is Virginia's first planned residential community, recognized as one of the most innovative "new towns" in the nation, famous for its dedication to economic, religious, and racial diversity and inclusiveness, where all can Live, Work, Play and Get Involved.™ In 2021, Money Magazine ranked Reston nationally as the Number 1 "best place to live if you work from home."

Reston Association (RA) is a member-driven, 501(c)(4) property owners association that serves Reston, Virginia, an unincorporated community of 61,147 people located in Fairfax County, 20 miles west of Washington, D.C.

Residential property owners and renters of Reston's 21,346 residential units comprise the association membership. While most essential services are provided by the county, Reston's citizens have organized to actively advocate for important issues, like land use and environmental sustainability as well as recreational and sports activities.

Reston Association maintains and operates parks and recreation facilities and amenities, including 15 outdoor pools, 54 tennis and pickleball courts, 55 miles of paved pathways, ballfields, playgrounds, multipurpose courts, picnic areas, garden plots and a variety of rental facilities for public meetings and gatherings. It also offers a wide variety of educational and recreational leisure programs. Reston Association sustains and protects the community's quality of life by caring for Reston's natural environment and recreational facilities and administering its architectural and maintenance covenants. Reston's designation as one of 25 global biophilic communities demonstrates its ongoing commitment to the environment. Its success in the preservation and integration of nature with the built environment distinguishes it from other planned communities.



Howl-o-Ween 2023



Aqualympics 2023



End of Summer 2023 Cookout and Pool Party

Organizational Governance

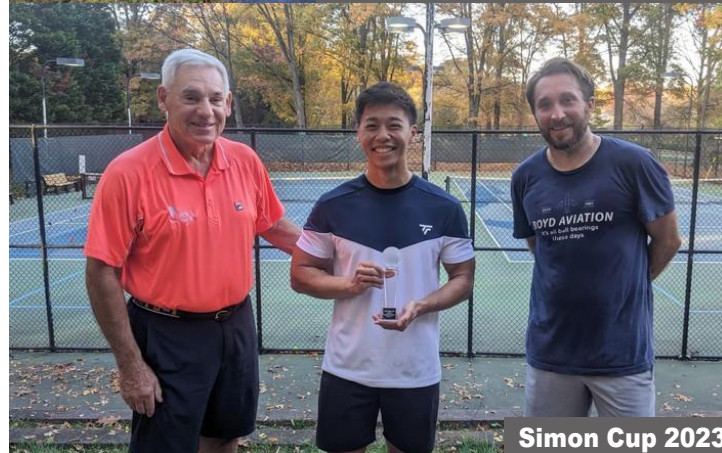
Reston Association is governed by a nine-member Board of Directors. Eight directors are elected by the association membership for three-year, staggered terms; one director is designated by the apartment owners. Four directors are elected by district; four directors are elected at-large.

The Board of Directors is responsible for overseeing the accomplishment of strategic organizational goals and setting policy in the areas of finance and budget, personnel and compensation policies, and planning and program strategies. The Board receives advice from several standing committees on important aspects of community life and the management of association recreational facilities, open space, and other assets. The RA organization has a staff of 105 full-time employees, augmented by approximately 350 seasonal employees. Staff is organized into eight departments: Communications, Covenants Administration, Finance, Information Technology, Human Resources and Administrative Services, Recreation and Member Services, Environmental Resources & Education, Central Service Facilities & Maintenance Services, and Capital Projects.

Annual member assessments account for 80 percent of RA's revenues. RA recently adopted its **2024-2025 Budget and Assessment Rate**. Over 50 years since its inception, the Reston Association is advancing its founding principles through its mission, vision, and will be developing a new Strategic Plan in 2024.



2023 Friends of Reston Fall 5K



Simon Cup 2023



2023 Kids Fishing Derby



Summer Slam Pickleball Tournament

About the Director of Human Resources

MAJOR DUTIES

The Director of Human Resources is responsible for working collaboratively with the Chief Executive Officer (CEO), the Chief Operating Officer (COO), and the Board of Directors in support of Reston Association's short and long-range goals and priorities and ensuring that RA's human capital is being managed to meet the needs, interests, and priorities of the community in accordance with RA's governing documents, Mission Statement, and RA Board policy direction.

Positions supervised by the Director of Human Resources include the Reston Association Human Resources Business Partner and the Human Resources and Administrative Coordinator.

Major areas of responsibility include:

- In collaboration with the CEO, COO, Board of Directors, staff, and stakeholders, develop an organizational development (OD) plan to develop and train a dynamic workforce.
- Create a strategic recruitment strategy for the diverse RA workforce.
- Supervise all Human Resources functions, including administration of health benefits, the 401k plan, the organization training plan, onboarding, and others.
- In collaboration with the CEO, create a dynamic schedule for all-staff meetings and outings.
- Foster collaboration at all levels of the organization and build effective relationships with the Board of Directors, Senior Executive Leadership Team, RA Managers, Staff, and RA Volunteers.
- Provide feedback and support related to the organization's structure and reporting relationships.



About the Director of Human Resources

MAJOR DUTIES (CONT.)

- Provide timely input to the Association's annual budget process to include costs related to benefits and other initiatives.
- Implement systems and processes to ensure timely production of Human Resources deliverables to the RA staff.
- Direct the development of key performance indicators to provide meaningful data to support decisions related to the allocation of RA resources.
- Oversee the annual staff evaluation process and work directly with the CEO to recommend financial rewards.
- Foster a respectful and positive work environment that attracts, retains, and motivates a diverse staff of highly qualified people with a focus on Diversity, Equity, and Inclusion (DEI).
- Working through the Senior Leadership Team, build a high-performing workforce and facilitate effective performance feedback and continued staff development for all employees.

LEADERSHIP OPPORTUNITIES

Governance. The Director of Human Resources will continually collaborate with the CEO and the Board of Directors to support the Association's human capital. As many as one-third of the Board may turn over in any given year due to staggered terms.

Strategic Plan. The Director of Human Resources will work in collaboration with the CEO and COO to implement the 2024-2026 strategic plan as adopted by the Board of Directors. With the participation of the Board, Senior Leadership Team, community members, and key stakeholders, the new plan includes a shared vision for RA and articulates RA's value proposition and key objectives for this time period. The Director of HR will support the organization-wide operation of RA's strategic plan, set actionable and measurable outcomes, report on progress, give credit to teams and individuals, and celebrate success.

Organizational Development. The Director of Human Resources will play a lead role in creating an Organizational Development (OD) strategy for RA. The strategy will include training plans for all staff that include a central theme of development for the organization.

About the Director of Human Resources

LEADERSHIP OPPORTUNITIES (CONT.)

Team Leadership. The Director of Human Resources manages two (2) full-time staff: Human Resources Business Partner and the Human Resources and Administrative Coordinator. The Director of Human Resources is responsible for the overall direction, coordination, and evaluation of these staff and carries out supervisory responsibilities in accordance with the Association's policies and applicable laws.

Recreational Programming. Reston Association operates many recreational programs, including summer camp, tennis, pickleball, and pool programming. The Director of Human Resources will work cohesively with the program providers to ensure training and program development are aligned with the Association's culture.

Performance Evaluation. The Director of Human Resources will administer, review, and improve the current RA performance evaluation process to ensure the process is reflective of the work completed by RA staff and is woven into the fabric of RA documents, such as the 2024-2026 strategic plan.

Finances. The Director of Human Resources will play a pivotal role in budget development. In concert with the Chief Financial Officer (CFO) and CEO, the Director of Human Resources develops strategic initiatives for the budget to include all HR related functions and presents high-level information that explains how the budget advances the strategic plan.

COMPENSATION AND BENEFITS

Reston Association provides an equitable, balanced total pay program that offers competitive pay and a comprehensive benefit package. The typical salary offer for this position is at the mid-point of the Association's budgeted salary range; however, a salary of up to \$175,000 may be offered to the selected candidate, depending on qualifications and experience.

The benefits package includes: medical, dental, vision, flexible spending, disability and life insurance programs, a 401k retirement program with a match up to 7%, and the option to enroll in the Association's 457b retirement plan. Reston Association is committed to providing a culture that promotes healthy and balanced living through paid time off, legal resources, EAP, free passes to the Association's amenities, discounted memberships, and sports equipment discounts and rental benefits.

About the Director of Human Resources

QUALIFICATIONS

The Director of Human Resources position requires a Bachelors' degree in a related field of study from an accredited four-year college or university. A minimum of 8-10 years of related experience having progressively more responsibilities or supervisory experience as a leader in the Human Resources/Human Capital management is also required. A Master's degree, or Society of Human Resources (SHRM) certification is preferred.

Qualified candidates will demonstrate successful leadership in organizational development, working with governing boards, leading people, strategically managing financial resources, and delivering quality human capital management. This position requires exceptional communication and interpersonal skills. Familiarity with Reston Association or comparable planned communities and common-interest communities is a plus.

The well-qualified candidate will have a demonstrated ability to

- Build consensus with both small and large employee groups who may have divergent and often strong opinions;
- Encourage employee interactions and ensure that their concerns are acknowledged and addressed;
- Convey a genuine commitment to diversity and inclusion within the Association and across the Reston community;
- Plan strategically and, when necessary, drill down into specific issues;
- Manage in a supportive and collaborative manner; and
- Focus on results and be able to pivot to achieve Association goals.

TO APPLY

Reston Association is partnering with **PoliHire** to identify the Director of Human Resources. If you are interested in this opportunity, please click [here](#) to apply.