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AMERICAN PRINTING HOUSE FOR THE BLIND VICE PRESIDENT, HUMAN RESOURCES

POSITION SPECIFICATIONS

Our client, the **American Printing House for the Blind** (“**APH**”) is the world’s largest nonprofit organization creating educational, workplace, and independent living products and services for people who are blind or visually impaired.

Founded in 1858, **APH** now employs a dedicated employee complement of approximately 320 and has annual revenues of over \$40 million. The organization first created embossed books but when operations resumed after the Civil War, **APH** began to work on a national basis producing its first tactile books. In 1879, **APH** received a federal mandate when Congress enacted the Act to Promote the Education of the Blind. This act designates **APH** as the official supplier of educational materials to all students in the United States who meet the definition of blindness in pre-college curriculum. Funding for this mandate continues to this day under the Federal Quota Program.

In addition to textbooks and other educational publications for students who are visually impaired, **APH** also provides publications useful to adults, such as cookbooks, dictionaries and restaurant menus. In addition, **APH** creates recorded books on a contract basis.

Currently, APH produces publications in several accessible formats, including:

- Braille
- Recorded
- Large Print
- Computer files

APH also develops and produces hundreds of products, tools, and supplies that support students and adults who are visually impaired, helping them increase their independence. Examples include:

- Braille instructional programs
- Science teaching kits
- Talking computer software
- Low vision assessment kits
- Early childhood development materials

- Braille writing devices
- Digital recording equipment
- Videos on topics related to blindness

APH maintains its own Research Department which conducts ongoing product development activities in such areas as tactile graphics, braille reading readiness, and talking computer software. **APH** actively encourages input and engagement with the visually impaired community on new product ideas and suggestions.

In 1994, **APH** opened the **Museum of the American Printing House for the Blind** which is dedicated to preserving and presenting the fascinating educational history of people who are blind and the historic contributions of **APH** for the benefit of people who are visually impaired, educators of people who are visually impaired, and the broader community. The public is invited to tour the museum during regular hours.

Everything **APH** does is driven by its mission to promote the independence of people who are blind and visually impaired by providing specialized materials, products and services for education and life.

APH is headquartered in Louisville, Kentucky and governed by a distinguished 11-member Board of Trustees.

For more information about the organization, please visit www.aph.org.

ABOUT LOUISVILLE

With a greater metropolitan area population of approximately 800,000, Louisville is the largest city in the Commonwealth of Kentucky and the 20th largest city in the United States. Founded in 1778 and named for King Louis XVI of France, Louisville is one of the oldest cities west of the Appalachian Mountains. Situated on the banks of the Ohio River just south of Indiana, Louisville is home to Churchill Downs and the Kentucky Derby, the University of Louisville, Louisville Slugger baseball bats, and the birthplace of boxing great, Muhammad Ali. The City enjoys a relatively mild and temperate four-season climate and a robust business and cultural arts scene.

For more information about the area, please refer to the following websites:

Things to Do and See	www.louisville.com
A Guide to Louisville	www.louisville.about.com
Official City Site	www.louisvilleky.gov
Events and Tourism	www.gotolouisville.com
Louisville Courier-Journal	www.courierjournal.com

THE OPPORTUNITY

Reporting to the President, the **Vice President, Human Resources** serves as a strategic and operational leader who specifically oversees Human Resources functions including: talent management; organizational development; employee relations; labor relations; talent acquisition; on-boarding; off-boarding; performance management; training and staff development initiatives; policy administration; and,

compensation and benefits design and administration. **The Vice President, Human Resources** directs the people functions of the company in accordance with the policies and procedures set forth by the company and the laws and regulations of governmental organizations and other regulatory and advisory authorities. **The Vice President, Human Resources** will also be responsible for strategic human resource planning to provide the company with the best people talent available by being aware of policies, practices and trends within the non-profit community, the manufacturing industry, and focused on the needs of the blind and visually impaired.

The **Vice President, Human Resources** will oversee a staff of 5 comprised of: a Senior HR Business Partner; a HR Business Partner Manager; a HR Business Partner; a HR Administrator; and, a HR Coordinator.

Essential Responsibilities include:

- Plan, develop, organize, implement, direct and evaluate the organizations' human resource function. Provide leadership to the HR team and build organization capability and effectiveness. Ensure a strong focus on internal customer satisfaction.
- Participate in the development of the company's plans and programs as a strategic partner but particularly from the perspective of impact on people.
- Evaluate and advise on the impact of long-range planning of new programs/strategies and regulatory action as those items impact the attraction, motivation, development and retention of the people resources of the company.
- Develop staffing strategies and implementation plans and programs to identify talent within and outside the company. Identify appropriate and effective external sources for candidates for all levels within the company.
- Develop recruiting strategies to entice applicants of all backgrounds and identify career paths to permit the full development and performance of all employees.
- Identify training and development programs for preparing employees for more significant responsibilities. Also, identify and select general business development programs to enhance employee knowledge and understanding of the business of the company and the needs of the blind and visually impaired population.
- Establish credibility throughout the organization with management and the employees in order to be an effective listener and problem solver of people issues. Serve as internal consultant and strategic advisor to the President and Executive Leadership team on people and culture development.
- Ensure compliance and maintain a thorough knowledge in areas such as EEO, Fair Labor Standards, Wage and Hour, FMLA, OSHA, and other regulatory requirements. Develop appropriate policies and programs for effective management of these areas and for other employee relations concerns such as sexual harassment and employee complaints.
- Manage other areas such as continuous improvement, employee safety and health and wellness. Continue promoting and improving the programs, policies, practices and processes associated with meeting the strategic and operational people issues of the organization.
- Work with executive leadership to develop effective HR policies and programs to promote morale and achieve company-wide goals. Help set the tone and

nurture a collaborative and culturally competent workplace environment and promote a culture of belonging and respect.

- Lead or oversee teams working with HR on various initiatives, such as union contract negotiations for the two unions **APH** has relationships with.

THE PERSON

APH seeks an experienced leader and human resources professional with manufacturing industry experience. The successful candidate for this **Vice President, Human Resources**’ role, will be an energetic and strategic professional with the highest ethical standards and appropriate professional image. He/she will be well-organized and self-directed and possess excellent interpersonal and influencing skills to establish trust, credibility and rapport at all levels of the organization. He/she should be seen as fair, direct, and authentic while possessing executive presence. The **Vice President, Human Resources** should be an excellent facilitator who is experienced resolving conflicts and a decisive individual who has good judgment and a strong operational focus. Commitment to equity, diversity and inclusion, both personally and in previous leadership positions is a must.

APH is at a pivotal juncture and seeks executive leadership that bring for-profit disciplines to a nonprofit organization. He/she will possess demonstrated abilities to strategize, plan and execute a comprehensive and mission-focused communications and advocacy strategy both within and external to **APH**. The successful candidate will be a hands-on leader reinforcing a culture of excellence and individual accountability.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

- An undergraduate degree in Human Resources or business related field is required. A Master’s degree will distinguish the most attractive candidates.
- Professional human resources certification (PHR or SPHR) is highly desired
- Significant (ideally 10 or more years) progressive Human Resources experience, preferably in a manufacturing environment.
- Experience leading both staff personnel and key Human Resources initiatives.
- Proficiency in the Microsoft Office Suite and with an enterprise HRIS system.
- Experience working with organized labor and collective bargaining agreements is preferred.
- Demonstrated experience constructing and managing departmental budgets.
- A passionate personal alignment with the vision and mission of **APH**.

PERSONAL CHARACTERISTICS

- Excellent oral and written communications abilities – persuasive and articulate; diplomatic and open style; a good listener; credible; a skilled negotiator and advocate on behalf of **APH** and the population it serves
- Gravitas to effectively deal with and present to senior leaders
- High level of diplomacy; independent judgement, decision-making capabilities and focused on preserving confidentiality
- Ability to communicate effectively to all levels – with the Board, the President, the Leadership Team, and staff employees

- An inspirational leader; proven ability to inspire diverse groups of people to embrace an organizational vision and skilled in engaging both internal and external parties
- Results oriented – driven to move things forward, strives toward continuous improvement and measurement against goals.
- A “people person” who is compassionate, operates with humility, and effectively integrates into the organization’s culture and environment, rapidly gaining the trust and respect of colleagues and team members.
- Impeccable ethics and highest integrity. Values and practices honesty and integrity in all dealings with others.
- A proactive leader; intellectually curious; regularly investigates and brings new ideas to the organization; skilled in critical and creative thinking to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to issues.

COMPENSATION

APH will offer the successful candidate a competitive compensation and benefits package, including medical, dental, life, and disability insurance coverage, a 401(k) retirement saving plans with employer match, and a generous holiday/paid-time-off policy. Relocation reimbursement, if necessary, will be negotiated.

NON-DISCRIMINATION

Our client and EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

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