Vice President of Human Resources and Chief Administrative Officer

The Urban Institute, a prominent nonpartisan economic and social policy research institution based in Washington, DC, seeks a dynamic, innovative and collaborative leader to serve as the next Vice President of Human Resources and Chief Administrative Officer (VP/CAO).

Since its founding in 1968, the Urban Institute has produced unbiased analyses and reports that deepen public understanding of economic and social forces and inform debate about policy options, challenges, and opportunities. Urban is known for the relevance and rigor of its research, for innovations in analytic methods and modeling, and for producing objective, empirical guidance in support of policymakers at all levels of government.

Urban is engaged in a multi-year effort to update its business infrastructure, systems, and processes with the capabilities to support leading business practices and technologies. Its goal is to provide employees with secure and timely access to the information to better predict, plan, monitor, and measure their work and make more informed business decisions. These efforts are critical to the Institute's strategic goals, including raising its relevance, visibility and impact on policy and practice.

Reporting to the President and working closely with the Executive Vice President, the VP/CAO will be part of the senior leadership team and responsible for several major areas. The VP/CAO will strengthen overall human capital management, including organizational talent recruiting, training, professional development, performance management, retention, benefits administration and HR policies and processes for Urban's approximately 480 employees. S/He will play a leadership role in major institutional initiatives, including the development of career pathways and revised position structures, making Urban a more diverse and inclusive research organization, harnessing the full potential of Workday platform and other upgraded systems, and leading the effort to transition to Urban's new home at the expiration of the organization's lease in the next few years. The VP/CAO directly oversees a staff of 17, a HR budget of $2.16 million, and a Facilities and Office Services Budget of $657,000.

For more information and submission of all inquiries, expressions of interest, referrals and nominations in confidence to Sean Farrell or Jon Miller at Isaacson, Miller, please visit: www.imsearch.com/5716

The Urban Institute values and welcomes diversity in the workplace and strongly encourages all qualified persons to apply regardless of any protected status under federal or local law. To learn more about the Urban Institute and its work, please visit www.urban.org.

Apply Here: http://www.Click2Apply.net/g23nxm8gq4