

**DIRECTOR OF HUMAN RESOURCES PROFILE:
BOHEMIAN CLUB
SAN FRANCISCO, CA**

DIRECTOR OF HUMAN RESOURCES AT THE BOHEMIAN CLUB

The historic Bohemian Club is seeking an accomplished and driven Director of Human Resources to lead the people operation at their sophisticated and stunning private social club. This role will oversee and execute all aspects of the Bohemian Club's legal compliance, union relations, talent acquisition and onboarding, employee engagement, performance management, payroll, compensation, benefits, workers compensation, and learning functions. This role supports both the City Club in Downtown San Francisco and the Bohemian Grove in Sonoma County.

Reporting to the General Manager who is looking to further elevate the overall employee experience at the Bohemian Grove, the Director of Human Resources will be a senior executive and key business partner, charged with creating, enhancing, and executing both short and long-term strategic people plans.

This is an excellent opportunity for a seasoned HR professional who has the proven ability to think strategically but also loves the day-to-day HR responsibilities and personal employee interactions. This key role goes beyond the traditional HR role of simply administering to the operation; we are looking for a driven, detailed, and innovative hospitality-infused leader.

[Click here to view a brief video about this opportunity.](#)

ABOUT THE BOHEMIAN CLUB

The Bohemian Club, founded in 1872, was instituted originally as an association of gentlemen connected to or having an appreciation for Literature, Art, Music and Drama. These four fields of interest are known as the "Four Pillars" and they are the foundation of all club activities and initiatives.

The Bohemian membership today is comprised of about 3000 men from all over the world, with a sizeable waiting list for admission. Club members are composed of professionals and semi-professionals in the arts, as well as individuals with a purely avocational interest. The Club is social in nature with its focus on the fine and performing arts and literature. All members are strongly encouraged to participate in the activities of the Club, be it as a writer, a lecturer, an artist, a chorus member, a stagehand, or participant.

The Club owns two separate and distinct properties, the City Club and the Bohemian Grove. The six-story City Club in San Francisco was built in 1932 and contains dining rooms, a library, art gallery, a large theater, costume and scenery shops, and social rooms. In fall, winter, and spring, the City Club's principal activities are weekly productions written, produced, and performed almost entirely by members and include a wide range of theatrical and musical presentations. The Club holds monthly art exhibitions, classical music recitals, and lectures and readings of the works of well-known and emerging authors. There are also many scheduled and spontaneous performances by soloists and small musical groups, book discussion groups, science and health presentations, as well as art and photo exhibits. In addition to these weekly shows, the Club hosts over 200 different scheduled productions centered on music, culture, art and history throughout the course of a year.

The Bohemian Grove is a 2700-acre private redwood preserve in western Sonoma County. The Grove is open year-round, but comes to life during the summer months for the annual Spring Jinks and Summer Encampment.

The Grove has outdoor theater facilities, a 1000-seat outdoor restaurant, a firehouse, first aid station, commissary, civic center, library, barber shop and general store, and has 119 separate and distinct “camps”—each with its own character and facilities— where members and their guests stay. The yearly programs at the Grove now encompass more than 100 entertainment events, produced and performed by the members, and are held in the Grove’s outdoor theaters and other common gathering places.

The Club’s general activities and policies are governed by an 11-member Board of Directors, and supported by numerous committees. The City Club has approximately 50 full-time employees and the Grove has approximately 10 full-time employees. Part-time employment grows to over 600 during the summer events. The General Manager is supported by professionals in Human Resources, Finance, Food & Beverage, Events, and other leaders who professionally run the Club.

One of the exaggerated notions about the Bohemian Club is that it is a gathering and decision-making place for national and international “power brokers.” In fact, the Club is a *refuge* from decision-making and other pressures. The Club’s motto: “Weaving spiders, come not here” conveys the Club’s character and purpose as a social, avocational organization. Conducting business is prohibited. What impresses the membership are gifts of talent, time, and the effort that members contribute to the Club’s own unique activities. The membership comes from all walks of life and the Club aims at all times to be a genuine home for artistic participation and appreciation combined with good fellowship and generous spirit.

BOHEMIAN CLUB MISSION STATEMENT

The Bohemian Club’s purpose is to enjoy a fellowship of members engaged in the creation and enjoyment of the four great arts: Literature, Art, Music, and Drama.

BOHEMIAN CLUB BY THE NUMBERS

- Employees: 60 full-time, 600 seasonal
- Annual Payroll: \$6M
- Annual Revenue: \$25M
- Taxable Status: 501c7 not-for-profit social club
- HRIS: ADP, Applicant Pro
- HR Department: 2 employees

DIRECTOR OF HUMAN RESOURCES – POSITION OVERVIEW

The Director of Human Resources at the Bohemian Club reports directly to the General Manager and is charged with creating, enhancing, and executing all facets of human resources. The HR & Payroll Specialist, who reports to the Director of Human Resources, is responsible primarily for administering payroll and assisting with seasonal hiring.

The major duties of this role involve connecting quickly with people in a poised, convincing, and enthusiastic way. This role requires a strong sense of urgency, initiative, and drive to get things done correctly, with emphasis on working with and through people in the process. Understanding people well and using that understanding effectively in motivating and persuading others to act, will be an important aspect of this role. It is important in this position for goals to be set and reached. Details will need to be handled quickly and accurately. This role will involve controlling all aspects of tasks and activities, from the initiation, through the process and through to completion.

KEY INITIATIVES AND RESPONSIBILITIES

Human Resources Compliance and Labor Relations

- Ensure the Club is in compliance with all Federal, State and Local employment laws and regulations.
- Manage labor relations and represent the Club in grievances, mediations, arbitrations and contract negotiations. Drive education to ensure all departments are knowledgeable of and in compliance with the terms of the collective bargaining agreement (CBA).
- Oversee all work-related injury claims to ensure integrity, ongoing case management, and reporting compliance.
- Review job descriptions for conformance to industry standards and legal requirements.

- Continually review and assist in updating the Employee handbook and employment-related policies informing the Leadership Team of any conflicting policies or errors discovered or due to changes in the law.

Employee Recruitment, Selection, and Onboarding

- Strategize with department heads to create a recruitment and retention strategy, building a strong applicant pipeline in all areas of the Club.
- Actively source candidates, advertise career opportunities internally and externally and build strong local networks with universities and trade schools to drive candidate interest.
- Create a strong interviewing process and protocols, and train managers in effective interviewing techniques. Screen candidates and provide recommendations to managers, serving as the culture gatekeeper for the Club.
- Process New Hire applications and paperwork; ensure new hires have all needed information on day one.
- Create a robust Employee orientation program to ensure a successful new hire onboarding experience.
- Track recruitment metrics such as turnover, time-to-fill stats, and exit interview data and provide recruitment insights to management team.

Employee Engagement & Performance Management

- Develops Club's progressive discipline program with Leadership Team and drives Employee performance appraisal efforts.
- Coaches managers on job-related discipline, concerns, and discharges, providing appropriate training for managers on coaching, counseling, and progressive discipline.
- Drives Employee engagement and appreciation efforts by creating and coordinating employee events and recognition programs.
- Consults with legal counsel as appropriate and/or as directed by the Leadership Team on Employee concerns about EEOC, harassment, and lawsuits.
- Annually reviews and makes recommendations to the Leadership Team to improve Club's policies, procedures, salary/compensation program, and practices on employment matters.

Employee Benefits and Compensation

- Manages and administers the Club's group insurance, including enrollments and renewals, auditing invoices for accuracy and processing for timely payment. Creatively communicate benefits information to the team on a regular basis.
- Processes terminations, COBRA notifications, and submission of benefit changes to accounting for adjustment of invoices, and conduct exit interviews. Process FMLA/CARES ACT/ADA requests in accordance with Federal, State and Local guidelines.
- Completes an annual review of Employee wages, and review increases and changes to pay structures to ensure wages conform to budget requirements and competitive market shifts throughout the year

INITIAL PRIORITIES OF THE DIRECTOR OF HUMAN RESOURCES

As an integral part of the Bohemian Club management team, the following priorities have been identified as recommended primary focus:

- **CONNECT:** Meet and sincerely interact with and engage as many staff as possible within the first 60 days. Listen, observe, meet, and learn the various departments, staff, and overall culture. The successful candidate will integrate with the team and embrace the established work culture while driving and supporting change where necessary.
- **HR AUDIT & COMPLIANCE:** Conduct an internal HR Audit to determine opportunities for improvement in compliance and HR practices. Create a strategy and subsequent action plan with input from the Leadership Team to address concerns in the appropriate HR areas of concern.
- **LABOR RELATIONS:** Build relationships and proactively work with the Club's union representatives to ensure positive labor relations moving forward.
- **RECRUITMENT:** Hit the ground running with the management team to field a seasonal team for the 2022 summer season by rolling out hiring strategies and initiatives and coaching managers on active recruitment and selection practices.

CANDIDATE QUALIFICATIONS

- A history of progressive Human Resources management experience within a hospitality, service-oriented culture.
- Understanding of all functions of Human Resources
- A proven track record of creative and effective recruitment techniques, initiatives, and results.
- Robust knowledge of applicable federal/local/state laws and HR best practices, with specific emphasis on California labor law and compliance.
- Ability to travel to the Grove monthly to connect with employees. Candidates must also be available to office out of the Grove during the 4-week long summer event (housing provided).
- Ability to work with a high level of confidentiality and professionalism, demonstrating sound judgment.
- Ability to work with and through others, building and maintaining relationships.
- Attention to detail is a significant focus of this role; handling those details quickly, correctly, and efficiently.
- Ability to maintain calm and reason, be a good listener, and deal well with interruptions and competing priorities throughout the day.
- Must be technologically savvy, highly computer literate, and comfortable with other digital platforms.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's degree in HR or business-related field preferred with formal training in HR Management.
- PHRca / SHRM-CP or SPHR/SHRM-SCP

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefits package, including SHRM membership and benefits.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter, in that order, using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process. Please be sure your image is not present on your resume or cover letter; that should be used in your LinkedIn Profile.

Please upload your resume and cover letter, in that order, using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process.

Preparing a thoughtful letter of interest and alignment with the above-noted expectations and requirements is necessary. Your letter should be addressed to Mr. Kristopher White, General Manager, and clearly articulate why you want to be considered for this position at this stage of your career and why the Bohemian Club and the San Francisco Bay area will be beneficial to you, your family, your career, and the Club if selected.

*You must apply for this role as soon as possible but no later than **September 3rd, 2021**. Candidate selections and interviews will occur immediately. The new candidate should assume their role shortly thereafter.*

IMPORTANT: Save your resume and letter in the following manner:

"Last Name, First Name - Resume" &

"Last Name, First Name - Cover Letter, BOHEMIAN CLUB"

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Holly Weiss: holly@kkandw.com

Lead Search Executive:

Jodie J. Cunningham, Search Executive

jodie@kkandw.com

602-690-1074 (M)

www.kkandw.com