



JOB DESCRIPTION

DIRECTOR OF COMPENSATION SURVEYS (Last Updated – 09-01-2024)

Position Description & Duties:

The Director of Compensation Surveys is responsible for overseeing the administration of the GMA SHRM Compensation Survey, developing promotional content for participation and purchase, and reviewing survey content for necessary updates.

Responsible To:

Vice President of Finance

Responsibilities:

- Act as the primary contact for the Compensation Survey vendor – negotiating yearly contract terms and coordinating communication with the vendor, Chapter Administration, and VP of Finance as needed. Lead the research, selection, and implementation of a new vendor if required.
- Oversee a committee to coordinate and conduct duties supporting, promoting, and updating the survey, delegating responsibilities as needed.
- Develop and coordinate a marketing plan to promote survey participation and purchase.
- Work with Chapter Administration to coordinate survey promotion communications with the VP of Communications and the Director of Media Relations.
- Lead efforts to review and update benchmark descriptions, including necessary additions or removals.
- Provide ideas for the EXCEL award.
- Contribute to the development and implementation of short-term and long-term strategic planning for the chapter.
- Ensure leadership continuity through succession planning.

Requirements:

- Regular attendance at GMA SHRM board meetings is expected.
- Attendance at bi-annual GMA SHRM strategic planning meetings is expected.
- Participation in annual GMA SHRM budget meetings is expected.

Term & Commitment:

- Serves a one-year term beginning the first day of July and ending the last day of June. Maximum term of five years on the Board.
- Monthly time commitment: three hours.