



MCDONOGH

CHIEF HUMAN RESOURCES OFFICER POSITION STATEMENT





ABOUT MCDONOGH

McDonogh is an independent, coeducational day and five-day boarding school in the suburbs of Baltimore, MD, that enrolls students in prekindergarten through twelfth grade. Providing life-altering educational opportunities that inspire joy in learning and promote personal and intellectual growth is at the heart of the McDonogh experience. The School's talented and caring teachers prepare students to lead and to be a force for good in a rapidly changing world.

In addition to state-of-the-art academic, art, and athletic facilities, McDonogh's 800-acre campus provides countless opportunities for exploration. A unique highlight is Roots, a 10-acre farm where students experience hands-on learning and harvest produce for The Maryland Food Bank.

McDonogh's fleet of 20 buses serves Baltimore City and surrounding counties. The five-day boarding option allows Upper School students to experience activities, traditions, spirit, and community to the fullest.

OUR MISSION, VISION, AND VALUES

McDonogh is a school that finds joy in work and play. We prepare students to lead in a rapidly changing world.

OUR MISSION is to provide life-altering educational experiences that inspire personal and intellectual growth.

OUR VISION is of a dynamic, inclusive community built on lifelong relationships, the pursuit of excellence, and a shared commitment to do the greatest possible amount of good.

OUR VALUES

- INTEGRITY.** Strong character consists of being true to oneself and honest with others.
- RESPECT.** Empathy and civil discourse help make McDonogh a place where everyone belongs.
- RESILIENCE.** The ability to overcome life's challenges with grace is essential for self-discovery.
- CURIOSITY.** We are lifelong learners in joyful pursuit of knowledge and wisdom.
- GRATITUDE.** "We give something more than we take" because service to others brings meaning and purpose.

AT A GLANCE

- McDonogh enrolls **1,460 students** from the greater Baltimore region.
- The student body represents a wide range of racial, ethnic, religious, socioeconomic, and geographic backgrounds. **(44% students of color.)**
- **Five-day boarding** is an option for upper school students.
- McDonogh employs the equivalent of **190 full-time faculty** members.
- **50 faculty and staff families live on campus** and are involved in our vibrant boarding program.
- **67% of faculty hold advanced degrees**, and the average teaching tenure is 15 years.
- The woods, fields, ponds, and streams — part of our **800-acre campus** — serve as an outdoor classroom.
- Roots, a **10-acre campus farm**, offers students hands-on experiences such as planting and harvesting produce for our dining hall and area food pantries.
- Our **top-notch facilities** include an innovation center, a STEM building, two theaters, an art gallery, a riding hall, an Olympic-sized pool, and numerous playing fields and tennis courts.
- McDonogh is a member of **NAIS, AIMS, and INDEX.**





HISTORY

McDonogh School has been a defining presence in Maryland's educational landscape for more than 150 years. Founded in 1873, the School was originally established as a farm school for poor boys. For close to a century, McDonogh operated as a semi-military boys school whose mission evolved into one that emphasized both intellectual growth and the development of character. In 1971, the semi-military program was dropped, and in 1975, the school became coeducational.

Since its founding, McDonogh has had an unwavering commitment to providing students with a comprehensive, well-rounded liberal arts education. The PK-12 curriculum ensures that students acquire a broad conceptual understanding as well as more specialized knowledge in core disciplines. McDonogh's [LifeReady](#) framework guides faculty in how they teach, with the understanding that deep learning occurs when students think critically, apply knowledge and skill,

and have opportunities to transfer understanding to novel situations.

In 2019, McDonogh became one of the first independent schools in the region to establish a formal service-learning program, [Greatest Good McDonogh](#), weaving community engagement into the fabric of student life. Today, the School's 800-acre campus, with a [10-acre working farm](#), has grown into a dynamic hub of learning, home to nationally recognized programs in academics, arts, and athletics, as well as a thriving [five-day boarding](#) program.

Generations of McDonogh alumni have become leaders in Baltimore and beyond, living out the School's mission to do the greatest possible amount of good in the world. Today, McDonogh continues to evolve to meet the needs of a diverse and dynamic student body, preparing young people to lead in a rapidly changing world. With a vision rooted in both tradition and innovation, McDonogh is a school that finds joy in work and play.

ESSENTIAL TO OUR MISSION

LIFEREADY LEARNING: ACADEMIC AND CO-CURRICULAR VISION

LifeReady — McDonogh’s vision for teaching and learning — is a framework that guides our faculty in how they teach. Our classrooms are vibrant spaces of inquiry, analysis, and understanding where students take an active role in their learning.

GREATEST GOOD MCDONOUGH: SIGNATURE CIVIC IMPACT PROGRAM

Greatest Good McDonogh aims to close the gap between students’ intention and their ability to do good in the world. Students learn best practices in service learning, philanthropy, community engagement, and civic innovation.

ROOTS FARM: OUR OUTDOOR CLASSROOM

Students gain an appreciation for the connection between the environment, health, society, and food at Roots Farm. Our 10-acre outdoor classroom boasts two barns, a greenhouse, a culinary kitchen, 11 active beehives, 16 hens, and six turkeys.

FREEDOM OF EXPRESSION & CIVIL DISCOURSE

McDonogh School teaches students how to think, not what to think. Through civil discourse, students learn to develop thoughtful beliefs by listening, sharing ideas, understanding different perspectives, and debating effectively. This prepares them to become trusted stewards of democracy.

Learn more about our commitment to academic excellence in our [Academic Strategic Plan](#).





LIVING AND WORKING IN BALTIMORE

With its distinctive character, accessible location, and wealth of opportunities, Baltimore provides an engaging backdrop for the McDonough experience — an environment where students, families, and faculty can thrive both on campus and beyond. Learn more about [living in Baltimore](#) and [Maryland](#).

“CHARMING” SUBURBAN NEIGHBORHOODS:

Baltimore is commonly referred to as Charm City, and the suburbs are no different! Northwestern Baltimore and its towns, such as Owings Mills, Pikesville, and Reisterstown, offer welcoming family-friendly communities with spacious homes and easy access to retail and leisure activities.

PROXIMITY TO NATURE: Enjoy the best of both worlds with suburban living close to beautiful natural areas like Oregon Ridge Park, Patapsco Valley State Park, and Liberty Reservoir — perfect for hiking, biking, and outdoor recreation.

CONVENIENT COMMUTING: With quick access to major highways like I-95 and I-83, living in

the Baltimore area makes commuting downtown or to nearby cities like Washington, D.C., Philadelphia, or New York City easy.

CENTRAL LOCATION: Baltimore’s central Maryland location provides easy access to a variety of recreational activities. Water enthusiasts can explore the Chesapeake Bay and its scenic tributaries, while a short drive east brings you to the beaches of Ocean City. Head west, and you’ll discover beautiful hiking trails and ski slopes in Western Maryland, all within a three-hour drive.

ACCESS TO TOP HEALTHCARE: Living in Baltimore places you near some of the region’s best healthcare facilities, including the highly renowned Johns Hopkins and University of Maryland Hospitals.

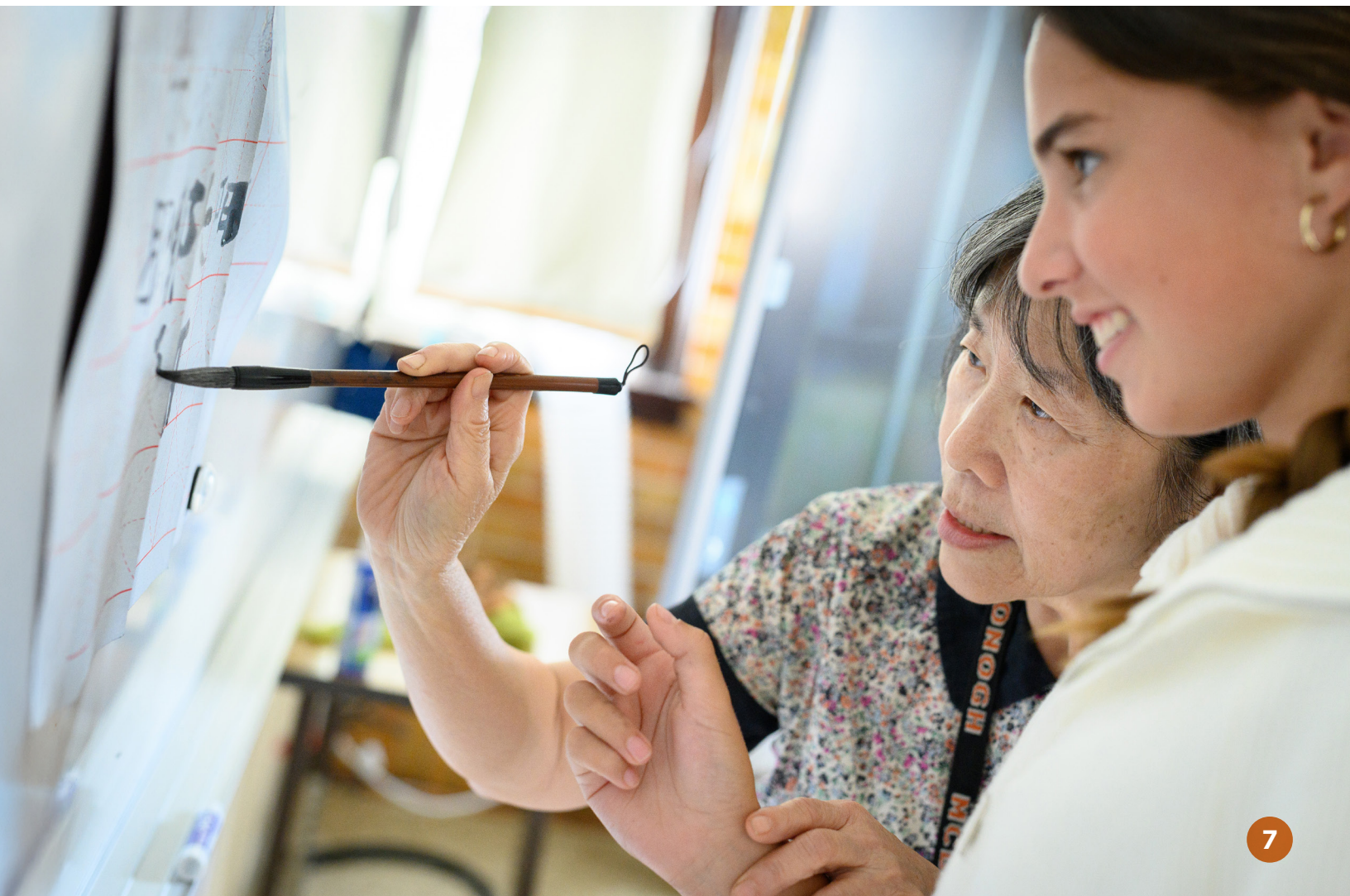
POSITION OVERVIEW

McDonough School seeks a dynamic, strategic, and people-centered Chief Human Resources Officer (CHRO) to serve as the School's senior human capital leader. Reporting directly to the Head of School and serving as a key member of the Senior Administration Team, the CHRO will shape the workforce strategy, culture, and talent systems that enable McDonough to attract, develop, and retain exceptional educators and staff.

This is a high-impact leadership role for an HR professional who thinks beyond compliance and administration, someone who sees people strategy as a driver of institutional excellence. The CHRO will be a trusted advisor, a creative problem-solver, and a visible champion for McDonough's commitment to a diverse, equitable, and thriving workplace.

AREAS OF RESPONSIBILITY

- Workforce Strategy and Organizational Effectiveness
- Talent Acquisition
- Culture, Engagement, and Belonging
- Leadership Development and Learning
- Total Rewards and Compensation Strategy
- Employee Relations and HR Operations
- Policy, Compliance, and Risk



KEY LEADERSHIP RESPONSIBILITIES

WORKFORCE STRATEGY AND ORGANIZATIONAL EFFECTIVENESS

- Partner with the Head of School, Division Heads, and Senior Administration to execute and improve the human resources function, ensuring it is aligned with the School's strategic plan.
- Serve as a strategic thought partner on organizational design, staffing models, workforce planning, and change management initiatives.
- Use data and benchmarking to inform decisions on staffing levels, compensation equity, turnover trends, and workforce demographics.
- Lead the development of succession planning frameworks and talent pipeline strategies for critical roles across the School.

TALENT ACQUISITION

- Develop recruitment strategies that position the School as a sought-after employer for top educators and administrators.
- Lead all recruitment efforts from job design through offer, partnering with Division Heads and department leaders to identify talent needs and build diverse candidate pools.
- Maintain and improve hiring practices, including structured interview training, implicit bias mitigation, and consistent candidate evaluation frameworks.
- Leverage data to continuously refine sourcing, selection, and offer processes for effectiveness and speed.

CULTURE, ENGAGEMENT, AND BELONGING

- Cultivate a workplace culture that reflects McDonough's values and a commitment to excellence.
- Design and lead employee engagement initiatives, including listening strategies (surveys, focus groups, stay interviews) that promote a sense of belonging and improve retention.

- Serve as a visible advocate for diversity, equity, and inclusion, working with leadership to embed belonging into all HR systems and practices.
- Lead the Employee Wellness Committee and develop holistic wellness programs.

LEADERSHIP DEVELOPMENT AND LEARNING

- Develop and deliver manager effectiveness programming, including coaching on employee relations, performance conversations, and inclusive leadership.
- Partner with Director of LifeReady on faculty orientation and onboarding, and develop similar strategies for staff and administrative roles to ensure a welcoming, well-structured introduction to the McDonough community.
- Assign, track, and ensure completion of required trainings (mandated reporting, sexual harassment prevention, and others) for all faculty and staff.

TOTAL REWARDS AND COMPENSATION STRATEGY

- Partner with the CFO and Associate Head of School to promote a compensation philosophy and structure that is competitive, equitable, and sustainable within the School's budget parameters and Academic Strategic Plan.
- Lead annual salary benchmarking for all faculty and staff; in partnership with the CFO, prepare the annual compensation recommendation for the Board of Trustees, inclusive of COLA and merit adjustments.
- Oversee benefits administration in partnership with the Payroll & Benefits Manager; conduct regular due diligence on benefits offerings to ensure market competitiveness and employee value.
- Serve as liaison to the School's retirement plan, respond to requests for information related to testing, audit processes, and maintain ERISA compliance.
- Distribute annual compensation letters and manage all compensation communications via Paycom.



- Update employee related data on the McDonogh School Board of Trustees dashboard annually, report to the Board of Trustees on employee related data as requested.

POLICY, COMPLIANCE, AND RISK

- Review, revise, and maintain the Employee Handbook in collaboration with legal counsel and School leadership, ensuring alignment with Maryland employment law and independent school best practices.
- Ensure compliance with EEO-1 reporting, OSHA Form 300 DOL reporting, MD HB486 requirements, and all other applicable regulatory obligations.
- Maintain the School's fingerprinting and background check database; ensure completion for all new hires, volunteers, coaches, and other covered individuals.
- Serve as a member of the Risk, Safety, Security, and Calendar (RSSC) Team, contributing an HR perspective to risk analysis, mitigation, and crisis response.

QUALIFICATIONS

REQUIRED EXPERIENCE AND EDUCATION

- Bachelor's degree required; advanced degree in Human Resources, Organizational Leadership, Business Administration, or a related field strongly preferred.
- SHRM-SCP, SPHR, or equivalent senior HR certification preferred.
- 10-15+ years of progressive HR leadership experience, with demonstrated success in a senior or executive HR role.
- Must have proven experience in budget analysis and adherence to budgeting procedures related to compensation and benefits budgeting.
- Experience in an independent school, higher education, or nonprofit setting a strong plus; deep appreciation for mission-driven organizations essential.

EMPLOYEE RELATIONS AND HR OPERATIONS

- Serve as a trusted advisor and coach to supervisors and Division Heads on employee relations matters, performance management, and disciplinary processes.
- Process FMLA, leave of absence, and accommodations requests; ensure consistent, compliant, and compassionate administration.
- Serve as Workers' Compensation Plan Administrator: manage claims, liaise with the carrier, follow up with employees, and oversee the annual audit.
- Maintain HR information systems and ensure accurate data entry in INDEX and DASL for benefits, compensation, demographics, attrition, and turnover.

PREFERRED QUALIFICATIONS

- Demonstrated commitment to diversity, equity, inclusion, and belonging as a strategic and operational priority.
- Exceptional written and verbal communication skills; able to present complex or sensitive topics to diverse audiences with clarity and credibility.
- High emotional intelligence; known for discretion, integrity, and the ability to build trust across all levels of an organization.
- Proficiency with HRIS and payroll platforms (Paycom experience a plus); comfort with data, analytics, and HR metrics.
- Experience with Google Workspace and Microsoft Office Suite.
- Genuine enthusiasm for the culture, rhythms, and mission of an independent school community.

LEADERSHIP ABILITIES

- Strategic Thinking
- Change Management
- Talent Development
- Collaborative Leadership
- Influence Without Authority
- Executive Presence
- Data-Informed Decision Making
- Cultural Intelligence
- Organizational Design
- Conflict Resolution



SALARY

This is a full-time, 12-month exempt position. Salary will generally be offered in the range of \$140,000-\$152,000. Evening and weekend hours are occasionally required in support of School events and initiatives. Individual offers will be based on education, experience, and benchmarking parameters of the School.

COMPENSATION AND BENEFITS

- Competitive salaries
- Health, dental, life insurance, and vision plans
- Health Savings Account (HSA)
- Personal days, holidays, and illness leave
- Retirement plan with generous school contributions
- Comprehensive employee wellness program
- Breakfast and lunch provided (M-F)
- On-campus housing possibilities
- Access to the School's training facility and campus walking, running, and hiking trails

[APPLY ONLINE](#)

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

McDonogh School is an equal opportunity employer and educator who fully and actively supports equal access for all qualified applicants, regardless of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability status, genetic information or testing, family and medical leave, protected veteran status, or any other characteristic protected by law.

We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination.

