



Director, Surveys

The Director of Surveys is an appointed role and a key member of the Board of Directors, responsible for coordinating DC SHRM's survey efforts that benchmark employee benefits and compensation structures. This role involves overseeing the design, implementation, and analysis of surveys related to employee compensation, benefits, and satisfaction.

The Director works closely with the President; President-Elect; Executive Director; other Board members; and external partners to design and manage surveys and spot polls, verify accuracy of collected data, and ensure projects are completed within budget and on schedule.

Responsible to:

- Chapter President

Key Duties and Responsibilities:

Survey Design and Implementation

- Lead the development and administration of surveys and spot polls focused on employee benefits, compensation, and overall job satisfaction.
- Collaborate external partners to design surveys that capture key data needed to assess and benchmark the benefits and compensation programs of local employers.
- Ensure that surveys are designed with a focus on inclusivity and are representative of the entire workforce.

Data Analysis and Reporting

- Analyze survey data to identify year-over-year trends, gaps, and opportunities for improvement.
- Present findings to the Board, providing clear and actionable recommendations.

Member & Partner Engagement

- Ensure transparency and communication regarding survey results and outcomes, fostering trust and confidence among employees.
- Act as a liaison between the Board, partners, and chapter members on matters related to the compensation and benefits surveys and/or spot polls.

Board Collaboration

- Provide regular updates to the Board on survey activities, including progress, results, and strategic implications.
- Participate actively in board meetings, contributing to discussions on benefits and compensation with data-driven insights.
- Monitor changes in employment law, market trends, and economic factors that may impact benefits and compensation, advising the Board accordingly.

Compliance and Ethics

- Ensure that all surveys and related activities comply with legal and ethical standards, including confidentiality and data protection.
- Assist in the development and enforcement of policies related to benefits and compensation surveys, ensuring they reflect best practices and the chapter's values.