

## Director of Human Resources

(Salaried, 30 hours/week)

The Director of Human Resources provides strategic and operational leadership for the organization's human resources function, ensuring alignment with organizational goals, values, and compliance requirements. Serving as a trusted advisor to leadership, this role helps foster a high-performing, inclusive, and engaged workplace culture. This role will help Loaves & Fishes continue to grow its impact by strengthening the employee experience and supporting the people practices, systems, and culture needed to help our team thrive.

### RESPONSIBILITIES:

#### **Human Resources Leadership**

- Lead HR priorities and practices that support organizational goals, growth, and workforce planning
- Serve as a strategic partner to leadership on talent, organizational development, and employee engagement
- Help strengthen Loaves & Fishes as an employer of choice through thoughtful people practices and a positive workplace culture

#### **Talent, Development & Employee Experience**

- Lead key talent processes, including recruitment, onboarding, performance management, staff development, and offboarding
- Support employee growth and retention through training, development, and talent planning practices
- Partner with managers to support a strong and consistent employee experience across the organization

#### **Employee Relations, Compensation & Benefits**

- Serve as the primary resource for employee relations, performance concerns, accommodations, leaves, and other workplace matters
- Oversee and administer payroll, employee benefits, and compensation practices
- Promote employee engagement, wellness, and recognition efforts

#### **Compliance & HR Operations**

- Maintain HR policies, the employee handbook, and related practices in accordance with legal requirements and organizational needs
- Ensure compliance with federal, state, and local employment laws and regulations, including workplace safety requirements (including FLSA, ADA, FMLA, OSHA, and EEO)
- Oversee personnel records, HRIS data, workers' compensation, and core HR operations, while supporting continued process improvement as the organization grows



**JOB REQUIREMENTS:**

- B.A. in Business, Human Resources, Organizational Management, or a related field
- Minimum 5 years of progressive HR leadership experience
- Knowledge of employment law, HR compliance, benefits administration, and talent development
- Proficiency in Microsoft Office Suite, HRIS systems (iSolved preferred), and business technologies
- Excellent written and verbal communication skills
- High level of organization, discretion, and sound judgment
- Experience managing confidential information

Salary starting at \$70,000, with flexibility based on education and experience. Benefit eligible.

Schedule: 30 hours per week with a flexible onsite schedule based on organizational needs.

This role requires regular in-person presence and may be structured over four or five days per week.

**Please submit resume and cover letter to [careers@loaves-fishes.org](mailto:careers@loaves-fishes.org)**

*Loaves & Fishes Community Services is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law. Qualified applicants protected by law are encouraged to apply.*