



Director of Human Resources

Reports to CEO

Position Summary:

The Director of Human Resources is responsible for developing and executing human resource strategy in support of the overall business plan and strategic direction of the company, specifically in the areas of talent acquisition, employee relations, performance management, culture and engagement, diversity and inclusion, training and development, talent management, and compensation and benefits. The Director of HR provides strategic leadership by aligning business and people strategies to achieve impactful business results.

Duties/Responsibilities:

- **Strategy:** Develop and execute HR plans and strategies to support the achievement of the overall business objectives.
- **Communication:** Establish and implement initiatives that effectively communicate and support the company's mission, vision, and values.
- **Employee Relations:** Consult with line management, providing HR guidance when appropriate. Serve as liaison between employees and management to address and resolve employee relations issues. Conduct effective, thorough, and objective investigations. Educate management to ensure consistent interpretation and enforcement of policies.
- **Culture:** Work closely with management and employees to build the culture, instill values, measure and improve employee engagement, and support DE&I initiatives.
- **Recruiting:** Develop comprehensive and proactive talent acquisition and retention plans to meet the human capital needs of the business. Ensure effective sourcing, selection, and onboarding of new employees. Develop and manage the internal posting process.
- **Training:** Develop and execute plan to deliver management, technical and professional development for management and individual contributors.
- **Comp & Ben:** Develop and implement compensation and benefits plans that are competitive, cost-effective, and provide a value proposition that fosters a high level of commitment.
- **Performance Management:** Lead the performance management process to ensure a high performing workforce that delivers on business objectives. Provide day-to-day performance management guidance to line management (e.g., coaching, counseling, career development, disciplinary actions).
- **Talent Management:** Lead process to identify and develop high potentials. Facilitate the succession planning process.
- **Policy:** Provide HR policy guidance and interpretation. Maintain knowledge of legal requirements related to day-to-day management of employees, reducing legal risks, and ensuring regulatory compliance.
- Perform other related duties as assigned.

cont.



Director of Human Resources (cont.)

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Required Skills/Abilities:

- Excellent verbal and written communication skills, ability to effectively communicate with senior leadership and front-line employees.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Knowledge of and experience with human resource information systems, learning management systems, applicant tracking systems, etc.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- 5-10 years of generalist human resources experience with a small or medium sized multi-site company.
- BS/BA degree from an accredited college/university; MBA or MA/MS in human resources or related field preferred.
- SHRM Senior Certified Professional (SHRM-SCP) or SHRM Certified Professional (SHRM-CP) certification preferred.

This position is located in Princeton, NJ.