



Director of Human Resources

Neptune, NJ

Job Type

Full-time

Description

Lead with Purpose. Strengthen Culture. Elevate Leadership.

Are you a strategic HR leader who also enjoys rolling up your sleeves? If you are energized by building HR strategy within a mission driven organization, developing leaders, and strengthening engagement while honoring culture, this may be the right opportunity for you!

MonmouthCares is seeking a leader to fill the hands-on Director of Human Resources who can shape the employee experience, deepen engagement, and build strong leadership capability across the organization. *Want to hear directly from the Executive Director and your potential future manager?* Watch a short Q&A about this role and our vision for success. [Click here or copy and paste this link in your browser: https://bit.ly/MCDHR](https://bit.ly/MCDHR)

This role requires both vision and operational engagement. In a lean environment, the Director must think strategically while remaining closely connected to the day-to-day realities of our teams. You will lead the design and execution of people strategies, HR systems, and leadership development efforts that empower staff, support organizational stability, and ensure MonmouthCares continues to serve children and families with excellence.

Why This Role Matters

The **Director of Human Resources** is a key strategic partner to our Executive Director and leadership team, responsible for aligning people and culture with organizational mission and goals. This leader will build an HR infrastructure that fosters inclusion, engagement, and learning while enabling the organization to respond dynamically to change.

Through thoughtful policies, talent strategies, and organizational development, the Director ensures that every staff member has the tools, support, and guidance to thrive, strengthening MonmouthCares' impact in the community.

Success in this role requires balancing autonomy with accountability. MonmouthCares leads with coaching and mentorship while ensuring compliance and organizational protection. The Director must preserve our supportive culture while strengthening performance expectations, documentation practices, and managerial confidence.

What You'll Do

Strategic HR Leadership

- Develop and implement HR strategies aligned with mission, vision, and organizational priorities.

- Build and maintain HR policies, processes, and systems compliant with federal and state laws.
- Shape organizational structures and roles to support current and future business needs.
- Design and evolve compensation and benefits strategies within financial constraints, ensuring thoughtful and creative total rewards solutions that attract and retain high-performing, mission-aligned talent.
- Lead performance management, coaching, succession planning, and leadership development programs.
- Design and implement a strengths-based leadership development or management training program to build consistency and capability across supervisory roles.
- Drive engagement through organizational development initiatives such as "voice of the employees," team building, quality improvement, cultural alignment, performance breakthrough, etc.
- Partner with leadership to implement change initiatives and continuous improvement efforts. Leverage HR data and metrics to inform strategy and decision-making.

Operational HR Oversight

- Manage the full employee lifecycle: recruitment, onboarding, development, engagement, retention, and offboarding.
- Ensure timely background checks, compliance, and recordkeeping.
- Oversee benefits administration, payroll coordination, ACA reporting, and leave management (FMLA/FLA/ADA).
- Maintain job descriptions, HR records, and compliance with audits and regulations.
- Lead employee relations efforts, including stay and exit interviews, conflict resolution, and engagement initiatives.
- Ensure workplace health, safety, and compliance with OSHA standards.
- Coach and support 14 Care Management Supervisors in performance management, conflict resolution, and employee engagement.
- Guide managers through difficult conversations while fostering a culture of accountability and cultural humility.

Administrative Leadership

- Lead and develop a team of three: HR Generalist, Office Manager, and Executive Assistant.
- Ensure smooth office operations, fostering a safe and welcoming work environment, and support for executive leadership.
- Provide strategic insights and reporting to inform organizational decisions.

Who We're Looking For

The ideal candidate is a strategic, collaborative, and influential HR leader who can drive culture, engagement, and organizational excellence. You are:

- Comfortable working in a lean environment where collaboration across functions is essential
- Skilled at building trust with supervisors and learning the realities of their work before implementing change
- Able to influence without micromanaging
- Committed to mission-driven work grounded in Wraparound values
- A trusted advisor to leadership with a hands-on approach
- A skilled coach, facilitator, and mentor
- A proactive change agent who thrives in dynamic environments
- Culturally competent and committed to diversity, equity, and inclusion

- Data-driven and solutions-oriented, with the ability to translate insights into action
- A strong communicator who can inspire, influence, and align teams

Requirements

- Bachelor's degree in Human Resources, Organizational Psychology, Business Administration, or related field
- Minimum 5 years of progressive HR generalist or learning & development experience, including 3 years of leadership experience
- Expertise in employment law, organizational development, and talent management
- Experience leading performance management, succession planning, and change management initiatives
- Demonstrated experience leading full-cycle recruitment, including workforce planning, sourcing, interviewing, selection, onboarding, and retention strategies.

Preferred:

- Experience in learning & development or compensation strategy
- SHRM-CP/SCP or HRCI PHR/SPHR certification
- Experience implementing HR technology or learning management systems
- Background in mission-driven or nonprofit organizations
- Skilled in organizational development interventions and engagement strategies
- Advanced knowledge of HR metrics and analytics

Why Join Us?

At MonmouthCares, you will have the opportunity to:

- Shape HR strategies that directly impact organizational success
- Lead a talented, mission-driven team in a collaborative environment
- Influence culture, engagement, and professional growth across the organization
- Make a meaningful difference for staff and the children and families we serve every day
- Enjoy a culture that values work-life balance, with a primarily 40-hour work week

If you are ready to lead HR in a way that enhances culture, develops talent, and advances our mission, we want to hear from you.

Compensation & Benefits

- Salary: \$110,000–\$130,000 (commensurate with experience)
- 401K with company match
- Comprehensive health benefits (medical (employer covers deductible!), dental, vision, EAP, tuition assistance)
- Generous paid time off: starting with 3 weeks vacation + 12 holidays, with carryover
- Professional development opportunities, including potential training at the National Wraparound Institute
- Collaborative, mission-driven environment with peers across 15 CMOs in NJ

About MonmouthCares

MonmouthCares is a non-profit Care Management Organization (CMO) in Monmouth County, NJ and is a member of NJCMO. We are funded by the Department of Children and Families and proud to partner with families, providers, and community organizations to help youth with complex needs succeed at home, in school, and in the community. Our work is grounded in Wraparound values: collaboration, family voice, strength-based planning, and cultural humility.

If you are not already familiar, we encourage you to learn more about CARF accreditation and Wraparound services as you consider this opportunity.

MonmouthCares is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.