



## Director of Human Resources

**Location:**

Lawrenceville, NJ

**Position Type/Classification:**

Full Time/Exempt

**Reporting to:**

People Officer

**Compensation:**

\$75,000-\$85,000/year

### **Organizational Overview**

Since its inception over 30 years ago, HomeFront has worked to break the cycle of poverty and end homelessness in Central New Jersey, serving tens of thousands of Mercer County, New Jersey families. In the past year alone, families came to us over 50,000 times for shelter, food and life-changing assistance. Started by volunteers providing meals for families living in welfare motels in and around Trenton, HomeFront has since developed a holistic array of services for clients who are experiencing homeless, facing complex barriers to economic opportunity, or working hard to make ends meet.

Our work is best captured by our mission statement:

HomeFront's mission is to end homelessness in Central New Jersey by harnessing the caring, resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We work to give our clients the skills and opportunities to ensure adequate incomes, and we work to increase the availability of adequate, affordable housing. We help homeless families advocate for themselves individually and collectively.

HomeFront staff, board, and volunteers are the heartbeat of our success. HomeFront believes that nurturing skills, fostering growth, and prioritizing well-being not only elevate individual performance but also cultivate a resilient and high-performing collective, driving sustained excellence and innovation.

### **Job Summary/Objective**

The Director of Human Resources will oversee the daily operations of the Human Resources department, implementing strategies and policies set forth by the Chief People Officer (CPO). This role is critical in ensuring effective talent management, employee engagement, and compliance with HR best practices. The Director will lead a team of HR professionals including a Human Resources Generalist and two Talent Acquisition Specialists. The Director will work closely with the CPO to align HR initiatives for HomeFront's workforce of 130 employees with HomeFront's mission, goals, and objectives.

### **Essential Job Functions/Responsibilities**

**HR Operations Management:**

- Oversee the administration of HR functions, including recruitment, onboarding, employee relations, performance management, payroll administration, and compliance.

- Ensure HR policies and procedures are effectively implemented and communicated across the organization.
- Recommend and utilize technology and process solutions to increase efficiency, compliance, and effectiveness.

#### **Talent Acquisition and Retention:**

- Manage the recruitment process to attract mission-driven and highly skilled individuals and oversee onboarding programs to ensure a smooth transition for new employees.
- Develop and implement retention strategies to reduce turnover and enhance employee satisfaction.

#### **Performance Management:**

- Lead the performance management process, working with managers to set clear performance goals and provide feedback.
- Support managers with employee challenges, providing guidance on disciplinary counseling and performance improvement.
- Support the development and implementation of leadership training and professional development programs.

#### **Employee Engagement and Culture:**

- Collaborate with the CPO to design and implement employee engagement initiatives that foster a positive workplace culture.
- Support the HomeFront Spirit Team, a staff-led initiative to increase employee joy, peer engagement, and workplace satisfaction.
- Manage proactive Human Resources communications across the organization, including the ownership of employee intranet resources.

#### **Diversity, Equity, Inclusion, and Justice (DEIJ):**

- Support the CPO in driving DEIJ initiatives, ensuring alignment with company values and fostering an inclusive work environment.
- Track and report on diversity metrics and progress.

#### **Compensation and Benefits:**

- Implement, administer, and monitor HomeFront's competitive compensation and benefits programs.
- Serve as a resource and in-house expert on payroll, insurance, and related benefits.
- Ensure compliance with labor laws and regulations.

#### **Learning and Development:**

- Support the CPO in executing learning and development initiatives by managing scheduling, attendance, and compliance with training requirements.
- Administer online learning platform and maintain close working relationships with internal and external learning stakeholders.
- Manage processes related to training and learning systems, including implementation, reporting, and adherence to required training.

#### **Compliance and Risk Management:**

- Ensure compliance with labor laws, regulations, and company policies, minimizing legal risks associated with HR practices.

- Maintain compliance with federal, state, and local employment laws and regulations providing timely submission of reports.
- Stay informed about changes in employment legislation and make necessary adjustments to policies and practices.

**Collaboration and Communication:**

- Serve as a trusted advisor to managers and employees, providing guidance on HR policies, procedures, and best practices.
- Foster strong relationships across the organization to promote effective communication and collaboration.

**Required Experience and Education**

- Bachelor's Degree in HR or related field
- 5 years of progressive experience in Human Resources
- 3 years in a management role
- Experience in HRIS and related HR analytics
- Intermediate skills in Microsoft Office applications

**Preferred Experience and Education**

- 5 plus years in an HR management role
- Active HR professional certifications (SHRM, PHR)
- Experience working in non-profit Human Resources setting

**Physical Demands**

- This job operates in an office setting using standard office equipment such as computers, phones, calculators, copiers, fax machines, and file cabinets

**Travel**

- Local travel may be required

**Disclaimer**

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

*HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.*