



Boyden Executive Search Contact

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About The Marine Corps Scholarship Foundation

The Marine Corps Scholarship Foundation is the nation's oldest and largest provider of need-based scholarships to military families. Founded in 1962, MCSF has awarded 60,000 scholarships valued at \$235M, and today supports nearly 3,000 students for \$13M annually. MCSF is located in Alexandria, Virginia and employs 35 full-time employees with approximately 30% of staff working remotely across the country; in office staff work a hybrid schedule requiring them to be in the office three days a week.

Position Summary

The Senior Director of Human Resources will serve as a strategic thought partner to MCSF's President and CEO and Executive Management Team in the development and execution of MCSF's Human Resource operations and organizational culture. This role combines administrative human resource responsibilities and strategic human resource leadership. The Senior Director of Human Resource will help the organization develop a high-performing, accountable, and collaborative workplace centered on MCSF's core values and aligned with MCSF's mission to Honor Marines by Educating Their Children. They will operate at the intersection of strategy, culture, leadership development, compliance and risk management, and organizational performance.

Key Responsibilities

Strategic Leadership

- Develop, execute, and lead MCSF's Human Resource function and design innovative programs that reflect industry best practices and align with MCSF's goals and organizational priorities.
- Serve as a liaison between the executive leadership team and staff to communicate and implement policies.
- Monitor Human Resource effectiveness and impact, make data-driven decisions to improve outcomes, and communicate related analysis through reporting to Executive Leadership, Board of Directors, and other applicable audiences.
- Communicate Human Resource initiatives and support the President & CEO in communicating organizational changes and updates.

Talent Acquisition & Talent Lifecycle Management

- Execute recruitment and hiring strategies in support of MCSF's workforce planning strategy. Support staff in identifying staffing gaps, develop position descriptions, oversee interview and hiring strategies, and manage compliance requirements.
- Develop and execute onboarding, offboarding, and termination processes to ensure a seamless employee experience.

Benefit Administration

- Serve as the primary contact for the organization's PEO (Professional Employer Organization), including transition planning and ongoing relationship management.
- Manage employee benefits programs, including healthcare, paid time off, disability, and retirement. Serve as a resource and knowledgebase to staff on employee benefit programs and offerings.
- Research and recommend additional benefit opportunities.
- Manage systems and select vendors (as needed) for healthcare and retirement selection platforms.
- Conduct analysis to ensure internal equity and market competitiveness of MCSF's compensation packages.

Policy & Compliance

- Ensure compliance with federal, state, and local employment laws and regulations, and ensure all filings (PCORI Filings, Section 125 compliance and filing, and ALE Status) required by each are maintained.
- Maintain and enforce the employee handbook and organization Human Resource policies. Research and recommend modifications to policies as needed.

Employee Relations & Performance Management

- Serve as a trusted resource to staff, demonstrating confidentiality and integrity. Provide counsel, navigate complex people dynamics, and uphold organization's core values while driving performance, accountability, and promoting a collaborative workplace.
- Coach managers in effective leadership and communication practices.
- Establish clear performance management and performance review systems focused on accountability, growth, feedback, and the incorporation of MCSF's core values.
- Partner with leadership to identify learning and professional development opportunities.
- Develop a workforce planning strategy that aligns with MCSF's strategic plan and business priorities.

Culture & Engagement

- With the President and CEO and all staff, foster a positive and inclusive workplace culture.
- Develop a cogent plan to operationalize MCSF's core values into everyday performance.
- Provide support, structure, and guidance to the Employee Engagement Committee. Ensure all staff are heard and represented regardless of their involvement on the committee.
- Develop and execute employee recognition programs.

Department Operations

- Develop and execute the Human Resource infrastructure, ensuring process documentation, project timelines, and managing the department budget and resource planning.
- Develop data standards and reporting systems.
- Maintain confidential personnel records and data reporting.
- Manage (select, if needed) Human Resource technology platforms (HRIS, ATS, performance systems).

Education and/or Experience

- Bachelor's degree required. Master's degree preferred.
- 10+ years of progressive Human Resource experience.
- Demonstrated success in building Human Resource functions and programs.
- Strong knowledge of employment law, compensation structures, and benefits administration.
- Proven ability to manage multiple projects and priorities in a fast-paced environment.
- Excellent interpersonal, communications, and conflict resolution skills.
- Human Resource certifications such as SHRM-SCP, SPHR, and certifications in meeting facilitation, mediation, or other related industry certifications preferred.
- Experience managing a PEO preferred.

Required Skills and Abilities

- Demonstrates strong executive presence with the confidence and discretion to represent Human Resources effectively within the MCSF executive leadership team.
- Commitment to the Foundation's mission and core values of teamwork, trust and integrity, and drive and enthusiasm for results.
- Ability to offer flexible thinking, work in a team environment with autonomy, take initiative, and be proactive.
- Manage multiple projects and assignments while achieving organizational priorities.
- Excellent interpersonal and analytical skills with an ability to engage effectively with a wide range of audiences through written and verbal communication.
- Discretion and ability to handle confidential information.

Core Characteristics Required

- Candidate must demonstrate the ability to connect strategy to organizational outcomes.
- Must be able to operate confidently with C-Suite executives, senior leadership, and Board of Directors with the ability to communicate difficult decisions, challenge team members, and engage in professional disagreement.
- Able to navigate sensitive issues, cultural challenges, and conduct difficult conversations.
- Have a clear understanding and demonstrated experience with understanding how people, structure, motivations, and accountability interact.

Working Conditions

- Working conditions are normal for an office environment.
- Position is located in Alexandria, VA; and reimbursement of relocation expenses are not offered.

- Position is eligible to participate in hybrid telework policy after onboarding period, with up to two days per week.
- Must be able to work outside normal working hours (evenings and weekends) as needed to accomplish the Foundation's mission, with some work-related travel 1-2 times a year.

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About Boyden

Established in 1946, Boyden pioneered the first organized approach to executive search. Boyden has a network of more than 350 professionals in over 75 offices in 45 countries. Worldwide, the Boyden culture is based on professionalism, integrity, high personal partner involvement, and a commitment to exceed client expectations.

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