

**Boyden Executive Search Contact**

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**Position Summary**

For over 60 years the Marine Corps Scholarship Foundation has been honoring Marines by educating their children, providing higher education scholarships to children of Marines across all 50 US states and overseas. Reporting to the Chief Executive Officer, the Senior Director of Human Resources is a strategic and operational leader responsible for overseeing all aspects of the employee lifecycle and HR infrastructure. This role ensures the organization attracts, retains, and develops top talent while fostering a positive and compliant workplace culture. The Senior Director will lead initiatives in onboarding, offboarding, recruitment, compensation analysis, benefits administration, and employee engagement, while also serving as a key liaison between staff and leadership.

**Key Responsibilities****Talent Acquisition & Lifecycle Management**

- Lead full-cycle recruitment, including job postings, interviews, and hiring strategies.
- Design and deliver new hire orientation programs.
- Oversee onboarding and offboarding processes to ensure a seamless employee experience.
- Manage and implement all processes related to compliance with documentation with hiring and onboarding, including but not limited to I-9 compliance, background and education checks.

**Compensation & Benefits**

- 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, retirement, and wellness initiatives.
- Manage systems and select vendors (as needed) for healthcare and retirement selection platforms.
- Conduct pay band and compensation analysis to ensure internal equity and market competitiveness.

**Policy & Compliance**

- Develop, update, and enforce the employee handbook and organizational HR policies.
- Ensure compliance with federal, state, and local employment laws and regulations.

**HR Operations and Systems**

- Manage employee relations in partnership with management.
- Maintain confidential personnel records and accurate HR data reporting.
- Manage (select, if needed) HR technology platforms (HRIS, ATS, performance systems).

**Strategic HR Leadership**

- Lead the HR function as a Project Management Office (PMO) for strategic goals and organizational priorities.
- Collaborate with executive leadership to align HR strategies with business objectives.
- Serve as a trusted advisor to leaders and staff for employee relations and risk assessment across all sectors.
- Manage the HR department budget and resource planning.

**Performance Management & Development**

- Coach managers in effective leadership and communication practices.
- Establish clear performance management systems focused on accountability, growth, and feedback.
- Partner with leadership to identify learning and professional development opportunities.

**Culture & Engagement**

- Chair or support the Employee Engagement Committee to foster a positive and inclusive workplace culture.
- Lead all-staff communications related to HR initiatives, updates, and organizational changes.
- Promote employee recognition and development programs.

**Qualifications****Required**

- Bachelor's degree in Human Resources, Business Administration, or related field.
- 8+ years of progressive HR experience, with at least 3 years in a leadership role.
- Experience managing a PEO and transitioning HR functions in-house or vice versa.
- 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, communication, and conflict resolution skills.

**Preferred**

- Master's degree in human resources, Business Administration, or related field.
- Demonstrated success in building HR functions or programs from the ground up.
- HR certification (e.g., SHRM-SCP, SPHR).

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**About Boyden**

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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