



Job Announcement: Director of Human Resources (Bilingual English/Spanish Preferred)

Summary

Migrant Clinicians Network (MCN), a 501(c)(3) national nonprofit founded in 1984, is hiring a full-time Director of Human Resources.

MCN builds practical solutions at the intersection of migration, vulnerability, and health. Through training, technical assistance, resource and tool development, and opportunities for connection, we support tens of thousands of health care providers, community health workers, outreach teams, and other clinicians across the United States and Puerto Rico. We also provide direct care coordination to migrants, immigrants, and other underserved and historically marginalized communities.

Our life-saving work is powered by a diverse and passionate team committed to health justice. Most of our staff work remotely, with offices located in Salisbury, MD and San Juan, PR.

The Director of Human Resources (HR) is a key member of the leadership team and is responsible for leading all aspects of the HR function to support, advance, and continuously improve a positive, diverse, and inclusive workplace culture. This includes developing and implementing HR strategies and initiatives aligned with the organization's strategic objectives. The Director of HR will oversee all HR operations including recruitment, onboarding/exiting, talent management, performance management, employee relations, compensation and benefits, compliance, and organizational development. This is a full-time fully remote US-based or hybrid/in-office role in Salisbury, MD or San Juan, PR.

Key Responsibilities

Strategic HR Leadership

- Develop and implement HR strategies and initiatives that support MCN's goals and strategic plan.
- Serve as a trusted advisor to the CEO and executive leadership team on HR matters and organizational development.

- Advance and strengthen a highly functioning, productive, and inclusive workplace culture by fostering belonging, engagement, accountability, and continuous improvement.

Talent Acquisition and Retention

- Partner with team leads to understand hiring needs and develop proactive recruitment plans.
- Implement innovative sourcing strategies to build a diverse candidate pipeline.
- Lead recruitment, onboarding, and retention strategies to attract and retain high-performing staff.

Performance Management and Employee Development

- Design and implement a comprehensive performance management system that drives employee engagement and accountability.
- Develop and deliver training programs that enhance staff skills and leadership capabilities.
- Collaborate with leadership on succession planning and talent development initiatives.

Compensation, Benefits, and Compliance

- Oversee compensation and benefits programs to ensure equity, competitiveness, and compliance.
- Ensure compliance with all employment laws and regulations.
- Maintain HR policies, handbooks, and procedures aligned with best practices.

HR Operations and Systems

- Manage HR operations, including employee records, payroll approval, and benefits administration.
- Identify opportunities to digitize and streamline HR processes.
- Ensure HR data and reporting are accurate and aligned with organizational goals.

Employee Relations and Culture Building

- Promote a positive work environment aligned with MCN's mission and values.

- Address employee concerns and resolve workplace conflicts fairly.
- Implement engagement initiatives and gather feedback to strengthen culture.

Organizational Development

- Lead organizational growth and change management initiatives.
- Support leaders in building strong, cohesive teams.
- Align HR practices with the strategic plan, including performance management frameworks.

Education and Experience

- Bachelor's degree in Human Resources, Business Administration, or related field; Master's preferred.
- SHRM-CP, SHRM-SCP, PHR, or SPHR preferred.
- Minimum 7 years HR experience, including 3 years in leadership.
- Nonprofit experience preferred.

Required Skills and Abilities

- Fluency in English required; Spanish preferred.
- Ability to develop HR strategies aligned with organizational goals.
- Strong knowledge of employment laws and best practices.
- Excellent communication and relationship-building skills.
- Ability to handle confidential information with discretion.
- Proficiency with Microsoft 365, Teams, and Zoom.
- Experience with HRIS systems (e.g., BambooHR).
- Ability to leverage AI tools for HR efficiency.

Compensation & Benefits

MCN offers full-time employees a competitive and comprehensive benefits package; Salary between \$120,000 - \$130,000, and commensurate with experience and location.

Physical & Travel Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Possible occasional domestic travel as needed.

Interested candidates are invited to apply via [the Deamer Group](#).

MCN provides equal employment opportunities to all individuals without regard to race, color, sex, religion, national origin, age, disability, pregnancy, sexual orientation, gender identity or expression, genetic information, ancestry, or HIV/AIDS status. We comply with all applicable federal and state laws, rules, and regulations, and provide equal employment opportunity in all aspects of employment and employee relations.