

Director of Human Resources

(HYBRID some travel required)

The American Parkinson Disease Association (APDA) is currently seeking a Director of Human Resources to join their growing organization. Reporting to the VP Finance and Administration, the Director of Human Resources is responsible for overseeing all aspects of human resources management for a nonprofit organization of approximately seventy employees, based in twenty states. This is a full time, exempt role that ensures that HR practices align with the organization's mission, values, and strategic goals while fostering an inclusive, equitable, and high-performing workplace. The Director serves as a trusted advisor to leadership, providing guidance on employee relations, compliance, talent management, culture, and organizational development.

ABOUT APDA

The American Parkinson Disease Association (APDA) is a nationwide grassroots network dedicated to fighting Parkinson's disease (PD) and works tirelessly to help the approximately one million with PD in the United States live life to the fullest in the face of this chronic neurological disorder. Founded in 1961, APDA has raised and invested more than \$338 million to provide outstanding patient services and educational programs, elevate public awareness about the disease, support research designed to unlock the mysteries of PD, and ultimately put an end to this disease.

OUR CORE VALUES

- **COMMITMENT:** Compassionately provide high-quality service and support.
- **RESPECT:** Foster a diverse, equitable, inclusive, and accessible culture.
- **COLLABORATION:** Establish meaningful relationships to build strong, supportive communities.
- **INTEGRITY:** Act ethically with honesty, transparency, and accuracy.
- **ACCOUNTABILITY:** Responsibly steward our actions, outcomes, and resources.

KEY RESPONSIBILITIES

Strategic Leadership

- Develop and implement HR strategies that align with the organization's mission, vision, and long-term goals.
- Advise the leadership team on organizational structure, workforce planning, and change management.
- Promote a positive organizational culture rooted in diversity.

Talent Acquisition & Workforce Planning

- Oversee recruitment strategies to attract mission-aligned and diverse talent.
- Develop workforce plans that ensure the organization has the talent needed to meet current and future needs.
- Manage onboarding processes to ensure a strong employee experience from day one.

Employee Relations & Engagement

- Serve as the primary point of contact for employee relations issues, ensuring fair and consistent resolution.
- Foster a collaborative, transparent, and respectful work environment.
- Design and implement employee engagement initiatives, including surveys and feedback programs.

Performance Management & Development

- Lead performance management processes, including goal setting, evaluations, and feedback systems.
- Support leadership development and succession planning.

- Identify and coordinate training opportunities to enhance staff skills and organizational effectiveness.

Compensation & Benefits

- Design and manage competitive and equitable compensation structures within nonprofit budget constraints.
- Oversee employee benefits programs, including health, retirement, and wellness offerings.
- Conduct regular benchmarking and ensure internal equity.

Compliance & Risk Management

- Ensure compliance with all federal, state, and local employment laws and regulations.
- Develop, update, and enforce HR policies and procedures.
- Maintain secure and accurate employee records and HR systems.
- Oversee risk management practices related to personnel.

HR Operations & Systems

- Manage HR systems, data, and reporting to support decision-making.
- Streamline HR processes for efficiency and scalability.
- Oversee payroll coordination and related administrative functions.

SKILLS AND ATTRIBUTES

- Strong knowledge of employment law and HR best practices.
- Demonstrated leadership and strategic thinking skills.
- Excellent interpersonal, communication, and conflict resolution skills.
- Ability to handle sensitive information with confidentiality and professionalism.
- Experience with HRIS systems and data-driven decision-making.
- Commitment to a diverse, equitable, and inclusive workplace.

QUALIFICATIONS:

- Requires a Bachelor' degree preferably in Human Resources, Business Administration, or related field.
- Minimum of 7–10 years of progressive HR experience, including leadership roles.
- Experience in a nonprofit organization or multi-state employer preferred.
- SHRM-CP, SHRM-SCP, PHR, or SPHR certification strongly preferred.
- High integrity, collaborative mindset, and mission-driven focus

SALARY AND BENEFITS:

- Starting Salary Range: \$115K to \$120K Annual salary based on background and experience.
- American Parkinson Disease Association also provides an attractive benefits package that includes medical, dental and vision insurance, retirement plan, and generous paid time off in addition to standard holidays.

APDA is an equal opportunity employer and is committed to workplace diversity.

Candidates from diverse backgrounds are encouraged to apply.

Have we described a role that you have been seeking, along with a set of skills you possess? If so, we would like to hear from you!

Please forward your cover letter and resume to Lauren_booth@ajg.com