



Director, Human Resources

New Meridian Corporation, located in Austin, TX seeks outstanding candidates for a Director of Human Resources. This position, reporting to the Chief Operations Officer, will support the people of New Meridian. The Director of Human Resources will take the lead on the creation and care of a positive, supportive, high-functioning ecosystem where the practical and tactical responsibilities of Human Resources management are balanced with intentional strategic leadership. Our candidate will understand the vital connection between the happiness of our people and the success of the overall organization, furthering our ability to reach and make an impact beyond the walls of the company. Candidates interested in this position should have a strong point of view on creating great work culture and well as a working knowledge of and interest in evaluating employee programs and policies, optimizing employee relations, and ensuring employment regulation and compliance.

Who we are:

New Meridian is an assessment design and development partner that helps states prepare today's students for the challenges of tomorrow. We do that by providing technical expertise and the highest quality, research-validated test content that is uniquely focused on critical thinking, reasoning, and communication skills — the capabilities students will need to thrive in the future.

New Meridian is a 501(c)(3) nonprofit organization located in Austin, Texas. We are in our third year of business, currently have 25 full time employees, and are on a path of continued growth.

We are financed primarily through program and licensing revenues, with additional targeted support from philanthropic organizations committed to deeper learning and high-quality assessments.

Who we're looking for:

We are seeking a Director of Human Resources with a proven track record of attracting diverse and talented candidates for open positions, fostering high employee satisfaction, strengthening critical HR processes, and nurturing the attitudes and behaviors that align with New Meridian's mission and values.

Our ideal candidate has the following traits:

- An ability to get things done: You are results-driven, resourceful, action oriented, and persistent. You consistently look ahead and anticipate needs before they arise. You are capable of being strategic and willing to be tactical.
- Emotional intelligence: You are highly self-aware and perceptive to the dynamics of key relationships. You are positive, empathetic, flexible, and curious. You naturally gain the respect of your colleagues through your authenticity, warmth, and competence. You are humble.
- Trustworthy: You are highly ethical, principled, and mission driven. You operate with discretion and integrity and garner the trust of others. You are kind.
- Creative mindset: You can quickly develop creative solutions to challenges. You deeply understand organizational strategies and can synthesize information to recommend a plan of action. You are adaptable.

Expected Duties and Responsibilities

- Advance the mission of New Meridian, working with staff across the organization to realize opportunities to expand and improve its impact.
- Participate as a key member of the New Meridian team, helping lead the organization to be true to its mission, to execute on its plans, achieve its goals, and develop a strong organizational culture with engaged high-performing employees who positively impact our clients and their students and families.
- Be a critical force in helping the organization achieve its goals for diversity and inclusion. Organize and track recruiting efforts that demonstrate a strong commitment to sourcing and hiring diverse and compelling candidates. Lead and organize efforts to further the organization's commitments to value differences and seek out diverse perspectives.
- Define and employ methods for measuring and strengthening leadership and management competencies, employee engagement, employee satisfaction, employee performance, and organizational goal setting.
- Be prepared to credibly communicate the organization's people and talent management approach to employees, funders, and the Board.
- Ensure new hires are introduced to the New Meridian workplace and culture with a thorough and welcoming new hire orientation process.

- Ensure compliance to law, regulations, and standards for employees in multiple states.
- Independently process accurate payroll, including accurate deductions, tax reporting, and PTO accruals tracking.
- Work to acquire high value benefits. Lead annual open enrollment.
- Research, recommend, and lead programs to encourage growth (skills, culture, innovation).

Requirements and Experience:

- Bachelor's degree required; a master's degree preferred
- 7+ year' experience as HR Manager or HR Director
- Excellent written and verbal communication skills and presentation skills
- Human Resource Management certification a plus
- Required location for this position is Austin, Texas

New Meridian Corporation is an equal opportunity employer and encourages individuals of all backgrounds and identities to apply. We are excited to receive applications from persons in occupations or positions where they are under-represented, particularly from individuals connected to underserved communities. We feel we are strengthened by diverse perspectives.