



DIRECTOR OF HUMAN RESOURCES JOB DESCRIPTION

Department	Administration	Reports To:	CAO
Location	Wasilla, AK	Travel	Less than 25%
FLSA Classification	Exempt	Supervisory:	No
Salary Grade	6	Salary Range	\$143,450 - \$163,450
Effective Date	May 2026	Last Review Date	N/A

Position Summary

The Director of Human Resources serves as the organization's primary HR professional. Reporting directly to the Chief Administrative Officer (CAO), this role is responsible for operationalizing and executing the organization's HR strategy as defined by the CAO and managing the full scope of day-to-day HR service delivery—including benefits administration, employee engagement, HR compliance, and full-cycle recruitment.

The Director of HR is a hands-on practitioner and trusted execution partner who translates strategy into consistent, compliant, and high-quality HR service delivery.

The ideal candidate is a resourceful, execution-focused professional who thrives in a lean environment, exercises independent judgement in day-to-day operations within established strategic direction, and is passionate about delivering an exceptional employee experience. This role operates with a high degree of autonomy in execution while escalating high-risk, sensitive, or strategic decisions to the CAO.

Essential Duties and Responsibilities

Benefits Administration

- Own and administer all employee benefits programs including medical, dental, vision, life insurance, disability, FSA/HSA, and 401(k).
- Serve as the primary point of contact for employees regarding benefits questions, claims issues, and carrier escalations.
- Execute open enrollment cycles in alignment with the established benefit plan strategy/design which includes employee communications, carrier coordination, and platform configuration.
- Conduct ongoing benefits benchmarking and surface insights and data to support CAO decision-making. Oversee COBRA administration, qualifying life event processing, and timely enrollment changes.



- Manage day-to-day relationships with brokers, carriers, and benefits technology platforms ensuring accurate and timely delivery of benefits services.

Employee Engagement

- Execute employee engagement programs and initiatives aligned to organizational priorities and cultural expectations.
- Administer employee satisfaction and engagement surveys; analyze results and implement approved improvement actions and surface insights to the CAO.
- Develop and maintain employee recognition programs, wellness initiatives, and internal communication strategies.
- Partner with management to support team-building efforts, employee morale, and retention initiatives aligned to defined cultural priorities.
- Manage and facilitate onboarding programs that create an engaging and welcoming experience for new hires.
- Serve as the front-line employee advocate by addressing concerns, resolving conflicts, and escalating high-risk or sensitive matters to the CAO as appropriate.

HR Compliance

- Execute and maintain organizational compliance with all applicable federal, state, and local employment laws and regulations (FLSA, FMLA, ADA, EEOC, ERISA, ACA, etc.).
- Maintain and update the employee handbook, HR policies, and standard operating procedures ensuring alignment with organizational standards and regulatory requirements.
- Manage leave of absence programs including FMLA, state-specific leaves, and ADA accommodations.
- Oversee I-9 and E-Verify compliance, personnel file maintenance, and records retention practices.
- Conduct internal HR audits, proactively identify compliance risks, and surface findings and recommendations for CAO review and decision.
- Respond to and manage unemployment claims, EEOC charges, and other government agency inquiries, keeping the CAO informed throughout.
- Monitor emerging employment law changes and proactively brief the CAO on relevant regulatory developments and their operational impact.
- Support compensation analysis and job description development.

Recruitment & Talent Acquisition

- Execute the full-cycle recruitment process for all open positions in alignment with approved workforce priorities, including: job posting, sourcing, screening, interviewing, offer, and onboarding.



- Develop and maintain job descriptions in partnership with hiring managers and aligned to organizational standards.
- Build and maintain a talent pipeline through proactive sourcing strategies, including LinkedIn, job boards, and employee referrals.
- Partner with hiring managers to facilitate structured interview processes and ensure consistent, equitable candidate evaluation.
- Manage the applicant tracking system (ATS) and ensure a positive candidate experience throughout the hiring process.
- Support employer branding initiatives through execution of defined messaging and positioning.

HR Support

- Serve as the primary HR resource for the organization, handling all HR-related inquiries, escalations, and day-to-day HR administration independently.
- Manage the HRIS platform, ensuring data integrity, reporting accuracy, and system optimization.
- Administer performance management processes — including goal-setting cycles, review administration, and PIPs — ensuring consistent execution across the organization.
- Develop and present HR reporting and dashboards that support data-informed, decision-making.
 - Track benefits utilization trends.
 - Track and report key recruiting metrics such as time-to-fill, cost-per-hire, and retention rates to inform workforce planning discussions.
 - Track workforce trends and operational performance covering headcount, turnover, and engagement. Manage vendor relationships including benefits brokers, staffing agencies, background screening providers, and HR technology vendors

Other duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Education & Experience

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 5+ years of progressive HR experience; experience as an HR generalist or HR department of one strongly preferred.



- Demonstrated expertise in benefits administration, HR compliance, recruiting, and employee engagement.
- Working knowledge of federal and state employment laws and regulatory requirements.
- Proficiency with HRIS systems, applicant tracking systems, and benefits administration platforms.
- Strong written and verbal communication skills with the ability to interact effectively at all levels of the organization.
- PHR, SPHR, SHRM-CP, or SHRM-SCP certification preferred.
- Experience managing open enrollment and working with benefits brokers/carriers.
- Familiarity with ACA reporting, COBRA administration, and leave management.
- Experience in a small-to-mid-sized organization where adaptability and resourcefulness are essential.

Competencies

- Sets and holds oneself and others to stated expectations by aligning their work with MSHF mission, values, and goals.
- Thrives in a lean environment; finds creative solutions with limited resources. and opportunities are ensured, and everyone feels a sense of belonging.
- Ensures accuracy in compliance, benefits, and data management.
- Champions a people-first culture with empathy and professionalism.
- Handles sensitive information with the highest degree of discretion.
- Manages multiple priorities independently without sacrificing quality.
- Executes HR service delivery in alignment with defined HR strategy and organizational priorities.
- Communicates clearly and confidently with employees, leadership, and vendors.
- Proactively identifies HR challenges and develops practical, compliant solutions.

Work environment: Employee will be working in a typical office environment with offices, moderate temperature, and equipment noise.

Physical demands:

- The physical demands of this office-based position primarily include prolonged periods of sitting at a desk or workstation.
- The role requires sufficient manual dexterity to perform frequent tasks such as typing, using a mouse, writing, and handling documents.
- Visual acuity is essential for reading printed materials, emails, spreadsheets, and computer screens.
- Effective verbal communication and adequate hearing are necessary for regular interactions via phone, video conferencing, and in-person meetings.

777 N. Crusey Street Ste. A201, Wasilla, AK 99654



- The position may occasionally require minimal lifting or carrying of items weighing up to 20 pounds, such as laptops, binders, or office supplies, as well as occasional standing or walking within the office environment for meetings or collaborative tasks.
- Additional physical requirements may include occasional travel—which can involve extended periods of sitting, walking through airports, and lifting luggage—or stair climbing in offices where elevators may not be accessible.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position, in accordance with the Americans with Disabilities Act (ADA).

EEO statement: Mat-Su Health Foundation is an equal opportunity employer.