

Director of HR Compliance #105332 REMOTE

Position Type: Full-Time

Shift: 1st Shift - no week-ends

Work Schedule: 8:30am-5:00pm

Requirements

- Bachelor's degree in Human Resources, Business Administration, or a related field required.
- Minimum three years experience managing compliance or risk management in Human Resources required.
- Minimum three years supervisory or managerial experience required.
- SHRM-CP, PHR, SPHR certification strongly preferred.

The ideal candidate will possess:

- Deep understanding of employment law and nonprofit Human Resources practices.
- Strong ethical judgment and discretion.
- Excellent communication and interpersonal skills; ability to manage sensitive issues with empathy and professionalism; experience working with diverse teams and promoting equity and inclusion. JD or Master's degree preferred. SHRM CP, SPHR preferred.

Description

Are you looking for an opportunity to advance your career while working with an extraordinary team? At Merakey, we put heart and soul into everything we do. We are seeking a **Director of HR Compliance** to join our team.

This is a full-time remote position available to candidates residing in PA, NJ, or DE.

Travel up to 25% as needed.

Salary range starting at \$130,000.

The Director of HR Compliance plays a critical leadership role in ensuring that our nonprofit organization adheres to all applicable employment laws, ethical standards, and internal policies. This position is responsible for developing and maintaining a culture of compliance and accountability, while supporting our mission-driven work and values. The Director will work closely with HR, Legal, Finance, and Program teams to ensure that our people practices are equitable, transparent, and legally sound.

- Compliance Oversight: Ensure organizational compliance with federal, state, and local employment laws and nonprofit-specific regulations (e.g., FLSA, Title VII, FMLA and other leave mandates).
- Policy Development & Implementation: Create, update, and enforce HR policies and procedures that reflect nonprofit best practices and legal requirements.
- Training & Capacity Building: Develop and deliver training programs for staff and leadership on compliance topics such as anti-discrimination, harassment prevention, wage and hour laws, and ethical conduct.
- Audit & Risk Management: Conduct regular internal audits of HR practices, personnel files, HR Case files, and compensation structures. Identify and mitigate compliance risks.
- Investigations & Resolution: Oversee employee investigation process. Ensure timely, fair, and legally sound resolution processes.
- Reporting & Documentation: Maintain accurate records and prepare reports for internal leadership, funders, and regulatory agencies as needed.
- Collaboration & Advisory: Serve as a trusted advisor to leadership on compliance-related matters. Collaborate with Legal, Finance, and Program teams to ensure alignment with organizational goals and funding requirements.

Benefits

Merakey offers generous benefits that promote well-being, financial security, and work-life balance, including:

- Comprehensive medical, dental, and vision coverage, plus access to healthcare advocacy support.
- Retirement plan -- both pre-tax and Roth (after-tax) options available for employee contributions.
- DailyPay -- access your pay when you need it!
- On the Goga well-being platform, featuring self-care tools and resources.
- Access Care.com for backup childcare, elder care, and household services.
- Confidential counseling, legal, and financial services through our Employee Assistance Program (EAP).
- Tuition reimbursement and educational partnerships.

- Employee discounts and savings programs on entertainment, travel, and lifestyle.
- Access to Pryor Online Learning for free online personal development classes.
- Learn more about our full benefits package
- <https://www.merakey.org/careers/benefits>

About Merakey

Merakey is a non-profit provider of developmental, behavioral health, and education services. More than 8,000 employees provide support to nearly 40,000 individuals and families throughout 12 states across the country each year. [Click here to watch a video about Merakey.](#) **Merakey strictly follows a zero-tolerance policy for abuse.**

Merakey is proud to be an Equal Opportunity Employer! We deeply value diversity and do not discriminate on the basis of race, religion, color, national origin, ethnic background, sex, gender, gender identity, sexual orientation, age, marital status, veteran status, genetic information, or disability status. Moreover, we are committed to creating teams that reflect the diversity of the communities we serve and encourage applicants from underrepresented backgrounds to apply. Merakey welcomes all Veterans to apply!

Via Merakey website or email sbates@merakey.org