



Job Title: Senior Human Resource Manager	FLSA Classification: Salary / Exempt
Salary Grade:	Reports To: Chief Executive Officer
Date Created/Revised: 4 / 2 0 2 6	Department: Operations

SUMMARY

The Senior Human Resources Manager serves as both a **hands-on operational leader and strategic business partner**, responsible for leading the full spectrum of human resources functions. This role oversees day-to-day HR operations including payroll, talent acquisition, employee relations, performance management, and compliance, while also partnering with executive leadership to shape organizational strategy, workforce planning, culture, and employee experience.

The ideal candidate excels in a mission-driven environment and can seamlessly balance hands-on operational responsibilities with high-level strategic partnership, from managing payroll to advising leadership on organizational design.

RESPONSIBILITIES

HR Operations & Administration (Hands-On Execution)

- Oversee and execute bi-weekly payroll processing and ensure accuracy and compliance
- Manage full-cycle recruiting, hiring, onboarding, and offboarding
- Administer benefits, leave programs, and workers' compensation claims
- Maintain and optimize HRIS systems (ADP or similar)
- Ensure accurate employee records, audits, and documentation
- Serve as primary contact for employee HR inquiries

Employee Relations & Compliance

- Lead employee relations efforts including coaching, investigations, conflict resolution, and terminations
 - Ensure compliance with federal, state, and local employment laws
 - Maintain and update HR policies and employee handbook
 - Partner with managers to support performance management and corrective actions
 - Promote a culture consistent with the Kids' Meals values
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Talent Strategy & Workforce Planning

- Partner with leadership to identify current and future staffing needs
- Develop and implement recruitment and retention strategies
- Analyze turnover, engagement, and workforce trends to inform decisions
- Support succession planning and internal talent development

Compensation, Benefits & Organizational Effectiveness

- Analyze and recommend competitive pay structures aligned with nonprofit market trends
- Lead benefits strategy and vendor management
- Support leadership in organizational design and role clarity
- Provide insights on workforce dynamics, capacity planning, and scalability

Culture, Engagement & Leadership Partnership

- Serve as a trusted advisor to leadership, providing guidance on people-related decisions
- Drive initiatives that strengthen employee engagement, culture, and retention
- Lead performance review processes and leadership coaching
- Support change management efforts including system implementations and organizational growth

HR Strategy & Organizational Leadership

- Contribute to strategic planning with a focus on people, structure, and sustainability
- Develop HR metrics and dashboards to inform leadership decisions
- Align HR initiatives with the organization's mission, values, and growth goals
- Lead HR-related projects such as HRIS implementations, policy redesign, and process improvements

CORE COMPETENCIES

- Strategic thinking with strong execution capability
 - High emotional intelligence and sound judgment
 - Ability to build trust and influence at all levels
 - Strong project management and prioritization skills
 - Commitment to mission-driven work and community impact
 - Confidentiality, integrity, and professionalism
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REQUIRED QUALIFICATIONS

- Bachelor's degree in Human Resources, Business Administration, or related field (or equivalent experience)
- 7+ years of progressive HR experience, including both operational and strategic responsibilities
- Experience in nonprofit, mission-driven organization, or retail environments strongly preferred
- Strong knowledge of employment law, payroll, and HR compliance
- Experience with HRIS systems (ADP Workforce Now preferred)
- Proven ability to manage employee relations and sensitive situations
- HR certification (PHR, SPHR, SHRM-CP/SCP) preferred
- Bilingual (Spanish) a plus

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.

KIDS' MEALS CORE VALUES

At Kids' Meals we feel strongly that our Core Values are an integral part of our mission and of an individual's personal ethics or ideals that ultimately guide them when making decisions, leading/empowering others, building internal and external relationships, effectively communicating, and solving problems. Therefore, they are an integral part of our Company's job descriptions essential functions and core competencies. Our Core Values are:

- **We strive to succeed.** We strive to be the best in everything we do. We lead by example, take on big challenges, continue learning and never stop growing.
 - **We include everyone.** We celebrate and pursue diversity because everyone is needed in the fight against childhood hunger. Ideas, experiences, and stories from people different from us make us better. Together, we can achieve something bigger than we can alone.
 - **We do the right thing.** It matters how we play the game. We act with integrity, even when no one is watching and take accountability for all our actions.
 - **We deliver hope and find the joy.** We do our best work when we do it with a strong sense of purpose and compassion for a better world for our children. Every day we deliver hope disguised as a meal. We believe we can find joy even in the hardest challenges or the smallest tasks.
 - **We watch out for each other.** We are uncompromising in our commitment to the safety and well-being of everyone and make safety a priority in all decisions. Safety always because people come first.
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PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 10 pounds, and on occasion lift and/or move up to 25 pounds. Specific vision abilities required by this job include close computer vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate.