



**Maryland Legal Aid**

Director of Human Resources

*Position Announcement*

Maryland Legal Aid seeks a dynamic, people-oriented, experienced leader to serve as its new **Director of Human Resources**. Since 1911, Maryland Legal Aid has provided high-quality legal services to low-income people and communities, and vulnerable individuals – helping them remedy their civil legal issues and become empowered to overcome barriers, achieve stability, independence, and improve their circumstances. This remarkable opportunity is for immediate hire and operates full-time with an onsite presence in Maryland Legal Aid’s Baltimore headquarters; future flexibility regarding a hybrid work arrangement is a possibility after the onboarding period.

**POSITION OVERVIEW:**

Maryland Legal Aid seeks a highly motivated, innovative, hands-on leader to join their team as the Director of Human Resources; an essential role that serves as a key member of the leadership team. In addition to strategic, day-to-day team oversight, the Director of HR provides executive-level leadership and guidance to support HR operations in MLA’s offices across the State of Maryland.

The Director of HR is a role that is ideal for a collaborative leader who understands the nuances of successful relationship building. The Director of HR places great emphasis on building trust and fostering respect across the organization; essential components necessary to stimulate the growth of an innovative culture while ensuring MLA’s overall efforts remain aligned with its strategic goals and mission. This is an opportunity to partner with leaders to enhance staff engagement, refine existing structures and processes, and shape/influence MLA’s long-term success in providing services offered to employees across the State! In addition to overseeing effective talent acquisition management; organizational development; employee relations; labor relations; onboarding & orientation; performance management; training and staff development initiatives; policy administration; and compensation and benefits design and administration, the Director is responsible for developing, enforcing, and evaluating MLA’s human resources policies, procedures, and best practices in accordance with federal, state, and local laws and MLA’s Collective Bargaining Agreement.

Reporting to the Chief Operating Officer (COO), this position focuses on further developing a sustainable high-performing culture throughout the organization; therefore, a high EQ, a strong desire to foster an evolving culture of collaboration and professional growth, an unwavering commitment to driving impact through integrity, and a passion for excellence is a must! This role is a tremendous potential match for candidates who are mission-driven, embrace organizational core values, possess a proactive, solutions-oriented approach to overcoming challenges as well as great passion for the progression of Diversity, Equity, and Inclusion (DEI) in the workplace.

**ABOUT MARYLAND LEGAL AID:**

Maryland Legal Aid (MLA) is a private, non-profit law firm that provides free, civil legal services to low-income individuals in Baltimore City and Maryland's 23 counties from 12 full-service offices. The firm provides life-changing legal assistance to clients in a wide range of matters including, but not limited to, family, housing, government benefits, healthcare, employment, and consumer law. MLA also represents children in CINA (Child in Need of Assistance) proceedings in 22 jurisdictions throughout the State. Other vulnerable populations, such as homeowners facing foreclosure, migrant and seasonal farm workers, people with developmental and mental health disabilities, nursing home and assisted living residents, veterans seeking benefits and assistance with related legal issues, and individuals with expungable criminal records, also receive representation through specials projects.

MLA is dedicated to preserving the basic human needs and basic human rights of clients, particularly as they navigate the justice system. MLA staff, pro bono attorneys, community partners, and general supporters all play important roles in ensuring that the legal playing field is leveled so that those most in need achieve equal access to justice. It is because of this diverse support that MLA ensures that the voices of tens of thousands of economically disadvantaged and vulnerable Marylanders are heard every year. To learn more about Maryland Legal Aid and its impact please visit <https://mdlabor.org/>.

**KEY RESPONSIBILITIES:**

- Manages the full life cycle of the employment experience, recruitment/hiring, onboarding, orientation, development, training (including harassment prevention), performance evaluation, disciplinary actions, wage & salary structure, pay increases, and exit interviews.
- Identifies and diagnoses talent and organizational opportunities and challenges; partners with the leadership team to create, implement, and achieve effective business and talent solutions.
- Advises and coaches managers regarding people management, performance, and development by creating and implementing training on performance management, new hire process and onboarding, HR overview (policies, processes, and procedures), performance management, and best practices (how to write and give) for conducting performance reviews.
- Conducts investigations, facilitates the resolution of disputes, interprets company policy, proactively maintains compliance with federal and state labor and employment laws, and stays current on best practices and governing laws and regulations in the HR field.
- Develops People & Culture strategies, like employee recognition programs, and administers HR policies and procedures to establish positive employer-employee relationships in accordance with federal, state, and local laws and MLA's Collective Bargaining Agreement.

- Leads all confidential contact tracing activities related to pandemic incidents such as COVID-19.
- With the Facilities Director, help lead planning efforts to ensure the safety of employees during an emergency.
- Drive intentional efforts to uphold Justice, Equity, Diversity, and Inclusion (JEDI) commitments while further strengthening the cohesive culture of the organization.
- Provide DEI-related activities including initiating and maintaining a diverse, equitable, and inclusive (DEI) culture, adopting diverse hiring practices, and promoting cultural competency among staff.
- Collaborate with executive leadership and other senior staff to define the organization's long-term mission and goals and identify ways to support this mission through talent management.
- Prepare annual budget estimates specific to HR to be submitted to the Finance team.
- In collaboration with other senior managers, participate in labor/management negotiations with the Union.
- Consult with MLA managers regarding the implementation of MLA's Collective Bargaining Agreement.
- Participate in professional development and networking conferences/events.
- Perform additional duties as required.

**QUALIFICATIONS:**

- Bachelor's degree required.
- 7+ years of Human Resources experience.
- Team management and mentorship experience.
- Proven experience with leading strategic growth; creating effective processes/systems to further advance mission, enhance culture, and set/achieve goals.
- Thorough knowledge of current federal and state employment laws and regulations including, but not limited to, Wage and Hour laws, ADA, FMLA, OSHA, workers' compensation, I-9 requirements, COBRA, etc.
- Strong understanding of the recruiting process, benefits administration, employee relations, and other HR functions (payroll, training, etc.)
- Proven ability to work independently and provide broad-based service contributing at all levels from conceptual and systemic through the completion of administrative tasks.
- Passion for innovation, collaboration, continuous learning through professional growth, and being a champion for change (both within the HR function as well as with various stakeholders across the organization).
- Well-developed investigative, problem-solving, and analytic abilities are essential as well as demonstrated communication (written and oral) skills.
- Deep passion & commitment to DEI, paired with prior related training; experience developing and implementing consistent, equitable policies and practices.



- A high emotional intelligence with the ability to bring the “people perspective” into the conversation while holding organizational values for management and employees to consider.
- A deeply curious nature, approaching this role as an inquiry: How are things now? What is working well? Where can we make improvements?
- Excellent interpersonal and relationship-building skills; ability to maintain a positive, professional, and service-oriented demeanor toward a variety of stakeholders, even when they are working from various geographical locations.
- Proficient in Microsoft Office Suite (Excel, Word, SharePoint, Teams).
- Excitement for the opportunity to implement new technology to optimize efficiency and maximize transparent communication; prior experience with successful rollouts required.
- Willingness to travel to MLA offices around the state as needed and participate in relevant national conferences ~15%.

**PREFERENCE:**

- PHR, SPHR, SHRM-CP, and/or SHRM-SCP certification desired.

**COMPENSATION & BENEFITS:**

The salary range for this position is \$130,000 - \$160,000. In addition, MLA provides employees with a generous benefits package that includes health, dental, vision, life insurance, a 401(k) retirement plan, 4 weeks paid time off, paid sick leave, 14 annual paid holidays, and more!

**TO APPLY:**

Maryland Legal Aid has retained the services of Scion Executive Search, a national executive search firm specializing in mission-driven organization recruitment, to assist in conducting this important search. For immediate consideration, please apply with your resume and cover letter formatted in MS Word via: <https://www.scionstaffing.com/job/8947>

Please address applications to:  
Chelsea Zimmer, Executive Recruiter  
**Scion Executive Search**  
(888) 487-8850

Review of applications, nominations, and expressions of interest will begin immediately and continue on a confidential basis until an appointment is made.

MLA is committed to equity, justice, and inclusion. As an equal opportunity employer, MLA seeks to hire employees from diverse backgrounds and perspectives that are reflective of the



communities we serve, including people with disabilities, people of color, women and members of traditionally underrepresented groups.

### **ABOUT OUR FIRM:**

Scion Executive Search is a national award-winning executive search firm! Since 2006, we have had the pleasure of successfully placing hundreds of exceptional leaders to organizations with incredible missions and programs. Through our innovative team building and recruitment solutions, we seamlessly bridge the gap in interim and executive searches. Our track record and recruitment process has made us one of the top recruitment firms in the nation.

We are proud to be part of the **Forbes** lists of the Best Executive Search Firms and the Best Recruitment Firms in America. Additionally, we have been recognized as a recruitment leader by **ClearlyRated**, as well as a top recruitment firm by **The Business Times** for over ten years running. More information about Scion Executive Search can be found online [here](#).

Scion Executive Search, a division of Scion Staffing, Inc. is an equal opportunity employer and service provider and does not discriminate based on race, religion, gender, gender identity, national origin, citizenship status, sexual orientation, disability, political affiliation or belief, or any other protected class. We are committed to the principles of Equal Opportunity Employment and are dedicated to making employment decisions based on merit and value, for ourselves, our client companies, and for the candidates we represent. We are committed to the principles of Equal Opportunity Employment and are dedicated to making employment decisions based on merit and value, for ourselves, our client companies, and for the candidates we represent. For opportunities located in a region that have enacted fair chance, arrest or conviction-based employment ordinances, Scion Executive Search proactively follows the enacted guidance and considers for employment all qualified applications with arrest and conviction records. We believe in following best practices and considering all qualified applicants that apply with us.