



Human Resources Director

Position Number: HRD.1123

Cancer Research And Biostatistics (CRAB) is a non-profit organization whose purpose is to help conquer cancer and other diseases through the application of biostatistical principles and data management methods.

Position Summary:

The Human Resources Director is an individual contributor role responsible for leading all aspects of the human resources function at CRAB. Reporting directly to the Chief Executive Officer, this position serves as a trusted partner and advisor to senior leadership, providing sound judgment, expertise, and hands-on management of HR programs and daily operations.

The HR Director guides all facets of the employee experience — including recruitment, onboarding, performance management, compensation and benefits, compliance, and employee relations — while fostering a positive, inclusive, and high-performing culture that reflects CRAB's mission and values.

A key focus of this role is to cultivate organizational culture, strengthen staff engagement and development, and establish scalable HR practices that support CRAB's continued growth and impact.

Primary Duties and Responsibilities:

1. Strategic Leadership and Partnership

- Serve as a strategic partner to the CEO and leadership team, aligning HR initiatives with organizational goals.
- Advise leadership on workforce planning, and talent strategy.
- Model and champion CRAB's mission, values, and desired workplace culture.

2. Employee Relations and Culture Development

- Manage employee relations with fairness, discretion, and professionalism.
- Provide coaching and guidance to supervisors and employees to resolve workplace issues and support unit cohesion.
- Foster an inclusive, collaborative, and engaging culture aligned with CRAB's values.
- Identify and implement initiatives that enhance culture, communication, and staff engagement.

3. HR Operations and Compliance

- Ensure compliance with all applicable federal, state, and local employment laws and regulations.
- Develop, implement, and maintain HR policies, employee handbooks, supervisor guidelines, and SOPs.
- Manage required reporting, including EEO-1, affirmative action, and related filings.
- Coordinate and oversee HR technology tools, ensuring data integrity and exploring future HRIS integration opportunities.

4. Talent Acquisition and Employee Lifecycle

- Administer all aspects of the employee lifecycle, including recruitment, hiring, onboarding, retention, and separation.
- Ensure fair, equitable, and compliant hiring and termination practices.
- Develop and maintain accurate job descriptions and position classifications.
- Maintain HR documentation and content related to employment and position management.

5. Performance Management and Staff Development

- Design and manage the performance management system, ensuring regular, meaningful feedback and clear goal setting.
- Coach managers and supervisors on performance improvement and leadership development.
- Assess training needs and coordinate professional development and leadership training programs.
- Support career growth and talent development across the organization.

6. Compensation, Benefits, and Leave Administration

- Collaborate with Officers and external advisors to maintain competitive compensation structures and salary ranges.
- Oversee benefits administration, including plan renewals, open enrollment, and monthly reconciliations (with Accounting).
- Manage and ensure compliance with policies related to employee leaves (FMLA, WA PFML, disability, and personal leaves).
- Serve as a backup to the Plan Administrator for CRAB's retirement plans.

7. Process Improvement and Systems Development

- Evaluate existing HR processes and identify opportunities for efficiency and integration.
- Work with existing systems to create consistency, automation, and improved reporting.
- Lead documentation of workflows, procedures, and HR practices for continuity and scalability.

Required Qualifications:

Education and Certification

- Bachelor's degree in Human Resources, Business Administration, or related field.
- PHR, SHRM-CP, or equivalent HR certification required.

Experience

- Five plus years of progressive HR experience, including leadership in benefits administration, recruitment, and employee relations.
- Experience partnering directly with executive and senior leadership teams.
- Proven success leading HR operations as a single-contributor in a small or mid-sized organization.
- Demonstrated success in fostering culture and engagement and developing staff development initiatives.
- Background in nonprofit, research, or mission-driven organizations preferred.

Technical and Functional Skills

- Comprehensive knowledge of employment laws and regulations (federal, state, and local).
- Experience with HR systems and HRIS setup or implementation.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).

- Familiarity with benefits and compensation analysis, leave administration, and performance management.
- Experience with process improvement and documentation of HR workflows.

Leadership and Interpersonal Competencies

- Outstanding interpersonal, coaching, and communication skills.
- Strong ability to exercise sound judgment, discretion, and integrity in sensitive HR matters.
- Skilled in influencing, advising, and partnering with leadership and staff.
- Highly organized and able to manage multiple priorities in a fast-paced environment.
- Proactive, adaptable, and results-oriented, with a commitment to continuous improvement.

This is a full-time position and is Exempt from state and federal overtime regulations with an expected salary range of \$110-130,000 depending on experience.

Employment authorization is required.

This is a hybrid position that will be expected to work in office for three days per week and requires WA residency while also working as remotely.

Travel / relocation expenses will not be provided for this position.

CRAB is an Equal Opportunity Employer.

To apply, submit resume and cover letter with position number via email to: crabjobs@crab.org

Posting Date: November 07, 2025

Closing Date: Open till filled