



Search Specification
Director of Human Resources
McLane Middleton
Manchester, NH

The Organization

Founded in 1919, McLane Middleton is one of New England's oldest, premier full-service law firms, with five office locations in New Hampshire and Massachusetts (with the two primary offices located in Manchester, New Hampshire and Woburn, Massachusetts.) Known for its strong commitment to providing high-quality legal services, the firm values collaboration, professionalism, and integrity. The firm employs 120 attorneys and 30 paralegals across all legal disciplines, with a total staff of over 260 employees. They continue to enjoy steady, organic growth and are dedicated to fostering a positive and inclusive workplace culture. More information about the firm can be found at [McLane Middleton](#).

The Role

As McLane Middleton continues to grow and expand their presence, having an experienced and strategic Human Resources leader is critical to their ongoing success. Reporting to the CEO and managing a small team, the Director of Human Resources is responsible for developing and executing a comprehensive HR strategy that supports the firm's business goals while fostering a high-performance, inclusive, and engaging work environment. This role requires a balance of strategic leadership and hands-on execution across all facets of human resources, including talent acquisition and development, benefits and compensation, performance management and employee relations, organizational development, and compliance. The ideal candidate will serve as a trusted advisor to the firm's business and professional leadership and as a knowledgeable and valuable resource for employees at all levels, ensuring that HR initiatives align with business objectives and promote a positive workplace culture.

Specific Responsibilities:

- Conduct an audit of the existing HR practices of the firm and, through a listening tour with the management committee and firm leadership, develop and implement a comprehensive people strategy that both reimagines the HR function and aligns with firm objectives, culture, and growth plans
- Serve as a strategic partner to firm leadership, providing guidance on workforce planning, learning and talent development, benefits and compensation planning, DEI, and best practices for employee engagement and satisfaction
- Lead discussions firm-wide around the evolving multigenerational workforce and current trends and practices in competitor firms, culminating in recommendations for the attraction and retention of key talent across the organization
- Spearhead the selection and implementation of an HRIS that will enable better employment reporting, data analytics, applicant tracking, and efficiencies around annual HR processes and consistency of management practices
- Manage staff hiring, compensation, benefits administration, and employee relations to foster a positive and productive work environment; provide additional support and oversight for professional hiring through close collaboration with the Managing Director and department and practice group leaders
- Lead the creation of comprehensive training and development programs to upskill employees, enhance leadership capabilities, and provide career path opportunities
- Lead the bi-annual employee engagement survey process with the support of outside consultants, analyzing results and developing follow-up plans to address findings
- Oversee HR legal compliance, with knowledge of relevant laws and regulations impacting the firm and its employees
- Coordinate employee recognition events and workplace culture initiatives, including rewards, incentives, and wellbeing programs
- Actively participate in a variety of firm committees including Professional Personnel, Benefits, Client Service, DEI, Social Network, and Wellness

Candidate Profile/Background:

- Demonstrated expertise in Human Resources management, with a strong record of accomplishment leading the HR function in a professional services or relevant industry environment is strongly preferred
- Strategic and operationally oriented; this role requires an individual with a servant leadership approach, willing to roll up their sleeves to support firm partners, staff, and business objectives
- Understands the nature of a professional service firm and thrives on providing outstanding HR support in an environment of high performing professionals
- Subject matter expert across HR disciplines, including recruitment, development & training, benefits, employee relations, compensation planning, compliance, and HR information management
- Confident and flexible, with strong influencing and relationship-building skills and an ability to effectively collaborate across all levels of the organization
- Communicates regularly regarding matters of interest with stakeholders at all levels of the organization
- Simultaneously patient with others and driven by a sense of urgency for achieving results; takes the initiative and the time to gather multiple viewpoints and responds with a bias towards action
- Experience managing HR teams and supporting staff development through mentoring, training, and performance management
- Familiarity with employment law and HR compliance requirements
- Prior experience leading the implementation of an HR technology platform is strongly preferred
- 15+ years progressive Human Resources experience, with BA/BS degree in Business Administration, Human Resources, or a related field (advanced degree or SPHR/PHR certification preferred)

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