



Director of Human Resources

Who we are: Established in Raleigh, NC in 2018, Next Century Spirits blends traditional techniques and unique finishing technologies to create enhanced distilled spirits. Our patented post distillation filtering and finishing technology creates a tool for the traditional distiller to expand their repertoire of achievable flavors and aromas while improving quality, maintaining consistency, and reducing supply chain issues. This technology allows for tight control over the entire production process, resulting in the ability to create bold and unique flavor customization options for brands to choose from to expand product portfolios and fulfill market needs. As we have matured, so too have our aspirations of developing our own portfolio of brands.

Reports: Chief Financial Officer

Direct Reports: One

Location: Zebulon, NC

Schedule: Full-Time

Pay Range: \$80,000 - \$120,000

Primary Duty: The Director of Human Resources is responsible for leading the people strategy and Human Resources function for Next Century Spirits. This position partners with senior leadership and managers across the organization to attract, develop, engage, and retain the talent needed to support the company's growth and business objectives. The Director oversees talent acquisition, employee relations, performance management, compensation and benefits, organizational development, HR operations, workforce planning, and employment compliance while helping build a high-performing and collaborative culture.

A successful Director of Human Resources serves as a trusted advisor to leadership and employees, develops practical people solutions that support the needs of the business, strengthens management capabilities and accountability, and builds HR programs and processes that can scale with the organization. Success in this role requires strong business judgment, discretion, exceptional communication skills, and the ability to balance strategic leadership with hands-on execution in a fast-moving entrepreneurial environment.

Position Responsibilities:

Human Resources Strategy & Leadership

- Develop and execute the company's Human Resources strategy in alignment with business objectives and growth priorities.
- Serve as a trusted advisor to senior leadership on organizational, talent, workforce, and employee matters.
- Directly supervise, develop, and manage the performance of the HR Manager, the position's one direct report.



- Partner with leaders to translate business priorities into practical people strategies and provide guidance on organizational effectiveness, team development, performance, and employee relations.
- Develop and maintain HR metrics and reporting that provide meaningful workforce insights, and ensure HR programs and processes evolve appropriately as the company grows.

Talent Acquisition & Workforce Planning

- Lead recruiting and talent acquisition activities across the organization, including effective interviewing, selection, and hiring processes.
- Partner with hiring managers to define staffing needs, position requirements, and candidate profiles.
- Manage relationships with LinkedIn, Glassdoor, Indeed, industry job boards, and other online recruiting platforms and sourcing services.
- Develop and manage an effective onboarding process that enables new employees to quickly integrate into the company and their roles.

Performance Management & Employee Development

- Lead the company's performance management process, including goal setting, performance reviews, development planning, and ongoing feedback.
- Coach managers on employee development, performance conversations, feedback, and effective people leadership.
- Partner with leadership to identify high-potential employees, development opportunities, and succession needs.

Compensation & Benefits

- Oversee the company's compensation and benefits programs and ensure practices are competitive, equitable, financially responsible, and aligned with business objectives.
- Conduct and/or oversee compensation benchmarking and market analysis.
- Partner with Finance and leadership on annual compensation planning, salary adjustments, incentive programs, and workforce budgeting.
- Manage relationships with benefits brokers, insurance providers, and other external partners.

Employee Relations & Engagement

- Serve as a trusted and accessible resource for employees and managers, providing guidance and support on employee relations matters.
- Investigate and resolve workplace concerns consistently, professionally, confidentially, and fairly.
- Coach managers on performance issues, conflict resolution, employee concerns, and other workplace matters.
- Develop initiatives that strengthen employee engagement, communication, collaboration, and retention.



Culture & Organizational Development

- Partner with senior leadership to define, reinforce, and evolve the company's culture and values.
- Ensure company values are reflected in hiring, onboarding, performance management, leadership behaviors, recognition, and employee development.
- Support organizational design, including reporting structures, role definition, responsibilities, and staffing requirements.
- Champion a culture that supports both employee engagement and strong business performance.

HR Operations & Compliance

- Develop, maintain, and administer HR policies, procedures, employee handbooks, and related documentation.
- Ensure compliance with applicable federal, state, and local employment laws and regulations and proactively manage employment-related risks.
- Maintain accurate and confidential employee records and ensure accurate workforce reporting and documentation.
- Identify opportunities to improve and automate HR processes.
- Partner with employment counsel and other external HR resources as needed.

Required Qualifications:

- Bachelor's degree in Human Resources, Business Administration, Organizational Development, or related field required; advanced degree preferred.
- 7+ years of progressive Human Resources experience, including significant responsibility across multiple HR disciplines.
- Demonstrated experience leading an HR function and partnering with senior leadership.
- Demonstrated experience directly supervising, coaching, and developing HR staff.
- Experience in consumer products, beverage alcohol, manufacturing, distribution, CPG, or another fast-paced operating environment preferred.
- Strong knowledge of talent acquisition, employee relations, compensation and benefits, performance management, organizational development, and employment compliance.
- Strong working knowledge of federal and state employment laws and Human Resources best practices.
- Experience developing and implementing HR policies, programs, systems, and processes.
- Experience with HRIS, payroll, benefits administration, and related HR technology.
- SHRM-SCP, SPHR, or similar professional certification preferred.
- Strong organizational skills with exceptional attention to detail and the ability to handle sensitive and confidential information.
- Excellent written and verbal communication skills.
- Strong analytical, problem-solving, and decision-making skills.



- Ability to work independently in a fast-paced environment and manage multiple priorities.
- Be a strong team player with demonstrated ability to bring teams and individuals together to achieve business and organizational objectives.
- Demonstrated ability to balance strategic thinking with hands-on execution.

This Job Might Be for You If:

- **You are passionate about people and business.** You understand that great HR is not separate from the business—it helps the business perform better. You enjoy learning how the company works and developing people solutions that make a meaningful difference.
- **You enjoy solving problems.** You are comfortable navigating difficult or ambiguous situations and finding practical solutions. If you don't know the answer, you will dig to find it.
- **You build trust.** Employees and leaders know they can come to you for thoughtful, objective, and confidential guidance. You exercise good judgment and understand when to listen, when to coach, and when to act.
- **You are strategic, but you aren't afraid to roll up your sleeves.** You can discuss organizational strategy with senior leadership in the morning and personally solve an employee, recruiting, benefits, or HR operations issue that afternoon.
- **You pay attention to the details.** As far as you're concerned, anything worth doing is worth doing right, every single time. You understand that the details matter, particularly when dealing with employees, compensation, compliance, and confidential information.
- **You are highly collaborative.** You recognize that anything we create can always be done better when we do it together. You build strong relationships across functions and levels of the organization.
- **You are motivated and driven.** You identify opportunities and take ownership rather than waiting to be asked. You want to build, improve, and leave things better than you found them.
- **You can have difficult conversations.** You communicate clearly, respectfully, and directly and are comfortable coaching leaders and employees through challenging situations.
- **You are a strong multi-tasker.** You can manage strategic initiatives while keeping the day-to-day HR function moving effectively.
- **You thrive in a changing environment.** You have the resilience and flexibility to adapt in a constantly changing and fast-moving organization. You enjoy helping build the processes and capabilities a growing company needs rather than simply maintaining what already exists.
- **You have strong communication and presentation skills.** You know that clarity of communication builds trust and enables teams to move faster.
- **You want to work in an industry that is a ton of fun . . . with people who are a ton of fun.**