



We listen and act

Title: Head of Human Resources
Department: Human Capital / Operations
Reports To: Chief Operating Officer
Location: Greenwich, Connecticut, USA
Date: October 2025
Overview

A boutique, growth-stage hedge fund (~\$500M AUM) seeks a hands-on and strategic Head of Human Resources to build and lead all people-related functions. This individual will establish HR infrastructure from the ground up; covering recruiting, talent management, compensation, compliance, and culture, while serving as a trusted advisor to the leadership team. The ideal candidate is pragmatic, discreet, and comfortable balancing tactical execution with long-term strategy in a lean, high-performance environment.

Key Responsibilities

Strategic Leadership & HR Infrastructure

Design, implement, and maintain core HR policies, processes, and systems suited to a small but sophisticated financial organization. Serve as a strategic partner to senior leadership on workforce planning, talent development, and organizational design. Build scalable HR frameworks that support the firm's next phase of growth while maintaining a tight-knit culture.

Recruitment & Talent Acquisition

Lead end-to-end recruiting for investment, operations, and support roles.
Develop structured interview frameworks, assessment tools, and onboarding processes.
Partner with external recruiters when needed, ensuring alignment with firm standards and values.

Compensation, Benefits & Compliance

Oversee compensation benchmarking, incentive structures, and year-end review processes.
Manage benefits administration, vendor relationships, and employee enrollment.
Ensure adherence to employment law, regulatory compliance, and confidentiality requirements within the investment management sector.

Performance & Culture

Establish clear performance management systems and feedback loops.
Foster a culture of transparency, accountability, and high integrity consistent with the firm's investment philosophy.

HR Operations & Analytics

Manage HR data, reporting, and documentation with discretion and accuracy.
Implement HR software and digital tools to streamline administrative processes.

Qualifications

Education: Bachelor's degree required; advanced degree or HR certification (PHR/SPHR/SHRM-CP) preferred.
Experience: 10+ years in Human Resources, with at least 3-5 years in financial services or a small-to-mid-sized investment firm.
Technical Skills:

Proficiency with HRIS systems and Excel-based reporting.
Working knowledge of compensation design, performance management, and employment regulations.

Soft Skills:

Strong executive presence with excellent judgment and discretion.
Analytical and detail-oriented with strong organizational capability.
Ability to work independently, manage multiple priorities, and execute in a fast-paced setting.
Exceptional interpersonal and communication skills.

Compensation & Benefits

Base salary range: \$175,000–\$225,000, plus discretionary performance bonus and equity participation potential over time. Includes comprehensive medical, dental, vision, and retirement benefits, as well as paid time off and professional development reimbursement.

Equal Opportunity Statement:

This employer values diversity and inclusion in all employment practices and encourages applications from qualified professionals of all backgrounds.

(203) 769-9699

PoBox 3424 19 High Ridge Rd.

james@greensearchpartners.com

www.gsp123.com

