

Position: Director, Human Resources

Reports to: Chief Financial Officer

Supervises: HR Manager

Position Type: Full Time, Exempt

Purpose

The HR Director translates strategy into objectives which when executed well results in a workplace that is legally compliant, culturally aligned and healthy often via the coaching of leaders/managers. This includes anticipating and identifying needs of staff/contractors and providing solutions via recommendations and overseeing implementation.

Experience/Key Competencies

- Bachelor's degree or equivalent work experience
- 6-8 years of HR experience to include demonstrated working knowledge of multiple HR disciplines: staffing, employee benefits, HRIS system training/upgrades, compensation, staff engagement, performance review management, recruiting/hiring/onboarding oversight, employment laws and related budgets.
- Strong team player with the ability to maintain objectivity
- Experience partnering with leaders through a "people first" problem solving approach resulting in effective solutions.
- Excellent communication and relationship building skills coupled with experience in leadership coaching and conflict resolution.
- Demonstrated ability to manage confidential and sensitive information with professionalism and discretion.
- Proven ability to demonstrate personal leadership and managerial courage in interactions with leaders and staff
- Excellent organizational, planning, prioritization and problem-solving skills
- Ability to build healthy staff & serve staff team relationships
- Experience working in ambiguous situations and ability to identify and solve issues quickly in a fast-paced environment
- Possess strong computer skills, proficient in Microsoft Outlook, Word and Excel and have the ability to learn and use new computer software

Key Responsibilities

- Provide coaching to HR Manager ensuring the appropriate leadership competencies are demonstrated and supported while continuing to foster a healthy, proactive, collaborative climate among the staff
- Collaborate with ministry area leaders in the development of ministry plans and objectives when human organization/staff is involved (staffing levels, performance management, development, training, organizational design)

JOB DESCRIPTION

- Maintains a competitive compensation plan by conducting periodic salary surveys; conducting job evaluations; preparing base pay and merit budgets; monitoring and scheduling individual pay actions
- Oversees Mission & Morale process by ensuring that managers have the tools and timelines necessary to review their ministry area's staff twice annually including merit/bonus payments.
- Oversees employee benefits programs including recommending benefit programs to leadership; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs and monitoring trends.
- Ensures legal compliance by overseeing the monitoring and implementation of applicable federal and state requirements including conducting investigations and record maintenance.

Measurements of Success

- Model the Church of Eleven22's mission, vision, and core values
- Demonstrated ability to be disciple who makes disciples
- Strong proactive communication (verbal and written) and interpersonal skills