
Director, Human Resources Job Description

Position: Director, Human Resources

Reports to: Executive Director, Operations

Hours: Full time/32 hours per week

Position Summary:

The job of Director of Human Resources (HR) for Grace Fellowship Church (GFC) directs human resource programs and services, providing information and maintaining services in compliance with established guidelines, and serving as a member of the leadership team. Responsible for designing and implementing a strategic plan that includes talent management practices that will meet the needs of all GFC staffing needs. This includes but is not limited to a focus on employee effectiveness, professional growth, leadership, training and development, recruitment and selection, staffing, and data integrity. Partners with all GFC offices to ensure implementation of a positive work environment.

Example of Duties:

- Oversees a comprehensive human resource program for all employees and potential employees that includes HR processes of attracting, recruiting, selecting, onboarding, developing, evaluating, recognizing, and retaining highly effective employees
- Develops and implements an Office of Human Resources strategic plan (aligned to the church's strategic plan) using key measures to determine progress and opportunities for improvement
- Promotes cross-functional collaboration with all offices related to human capital management to foster organizational alignment and commitment to church wide goals
- Ensures the development and implementation of a comprehensive, inclusive, and innovative professional development plan
- Maintains personnel records to ensure the documentation of personnel processes are in compliance with established requirements
- Maintains budget allocations, expenditures, fund balances and related financial activities to ensure allocations are accurate, expenses are within budget limits and/or fiscal practices are followed
- Coordinates the recruitment process (job analysis, posting, screening applicants, conducting interviews, making recommendations for hire, new employee orientation) to maintain a highly qualified staff and ensuring compliance with legal and/or administrative requirements
- Investigates expressed concerns and/or complaints from employees to reach resolutions that provide a healthy work environment
- Maintains manual and/or electronic documents, files and records (e.g., background information, applicant tracking)
- Ensures the church's commitment to equity and excellence for staff particularly as it relates to hiring
- Oversees and manages the work of reporting HR staff
- Ensures the implementation of the purpose, vision and mission of GFC
- Performs related duties consistent with the scope and intent of the position

MINIMUM QUALIFICATION STANDARDS:

Knowledge, Skills, and Abilities

- Thorough knowledge of Human Resources management, including state and federal laws, rules, policies, and procedures concerning the employment of personnel and their rights and privileges as an employee
- Experience designing systems and strategies
- Knowledge of trends in the delivery of training including the use of technology and best practices related to the development and delivery of training, demonstrated ability to collaborate with multiple stakeholder groups to ensure that training and development of all employees support the strategic direction of the church
- Excellent organizational skills, technology skills, oral and written communications, and human relations skills
- Vibrant relationship with Jesus and love for the Church
- Live the staff values of GFC: *Lead from the Presence; Sharpen the Edges; Deliver the Wow; Expand Your Territory; Be Resourceful; and Remember the Goose*
- Commitment and support of Grace Fellowship's purpose, vision, and mission
- Desire and ability to encourage greater unity and interaction amongst people from multi-cultural, multi-ethnic, and economic backgrounds

Education

- Bachelor's degree from an accredited college or university
- Five to seven years of progressive HR experience
- Human Resource certification or affiliation with an HR professional organization, preferred
- Other combinations of applicable education, training and experience which provide the knowledge, abilities, and skills necessary to perform effectively in this position may be considered

WORKING HOURS AND CONDITIONS:

This position is full time (32 hours per week). There are currently two "all hands" events per year (Christmas and Easter) where extra hours are required.

Working Environment

Most work is done on site though some work may be done remotely.

Travel Requirements and Expectations

Occasional offsite staff meetings and periodic travel for training and enrichment may be required

Salary

Varies based on experience and capability. To be discussed in hiring process.