



# Human Resources Director

**Campus:** Central Support

**Team:** Human Resources

**Position Reports to:** Executive Pastor of Operations

**Position Status:** Full Time, Exempt

## **Position Purpose**

The HR Director serves as a strategic partner to Grace Fellowship's management staff and advocates for all staff.

## **Primary Responsibilities**

Manage the flow of tasks in a timely fashion to ensure that Grace Fellowship complies with all local, state, and federal guidelines. In addition, develop and manage payroll, employee benefits, HR policies, talent acquisition, onboarding process, employee performance evaluation and development program, training programs, HR budgets and the HR team.

## **Principle Responsibilities Breakdown**

- 40% Managing HR processes and policies
- 40% Evaluating, planning and implementing staff development programs
- 10% Discretion of Executive Pastor of Operations
- 10% Management support and staff conflict resolution

## **Specific Responsibilities**

Responsibilities include but are not limited to the following:

1. Manage all personnel files. Ensure employee information is current and filed.
2. Merge paper and electronic files.
3. Manage all staff records (i.e. attendance and time-off)
4. Maintain and update the Employee Manual
5. Identify and recruit new staff talent; manage hiring process and records
6. Comply with all federal and state labor laws and regulations
7. Manage HR team
8. Manage HR team budget and salary & benefits budget



9. Manage payroll and employee benefits:
  - i. Life Insurance (voluntary and non-voluntary)
  - ii. 401k
  - iii. Health Insurance (Medical & Dental)
  - iv. Short & Long Term Disability
  - v. Paid Time Off (i.e. vacation, sick holidays, etc.)
10. Manage screening for employees and volunteers
11. Manage the onboarding process for new employees including new employee orientation training.
12. Develop and manage employee programs and hold training classes as needed to keep employees up to date on policies and procedures
13. Plan and implement all-staff events for team building and appreciation of staff (i.e. birthdays, anniversaries and special events (retirement, birth of a child, illness etc.)
14. Mediate staff conflicts and help staff develop strategies to resolve issues
15. Manage the performance evaluation and development process

### **Role Requirements**

The right person for this role will possess the following qualities and skills:

- 1) **Faith**
  - a) Required:
    - i) Covenant member of Grace Fellowship
    - ii) Mature Follower of Christ
  - b) Desired:
    - i) Covenant member of Grace Fellowship for more than 5 years
    - ii) Christ-Centered, follower of Christ for a minimum of 5 years
  
- 2) **Gifts**
  - a) Required:
    - i) Leadership
    - ii) Administration
  - b) Desired:
    - i) Service
    - ii) Mercy
    - iii) Compassion



3) **Skills**

- a) Required:
  - i) Management
  - ii) Excellent interpersonal communication skills
  - iii) Technical proficiency
- b) Desired:
  - i) HRIS systems
  - ii) Staff development and training

4) **Experience and/or Education:**

- a) Required:
  - i) At least 5 years of HR management experience
  - ii) Bachelor's in Business or related HR degree or comparable experience
- b) Desired:
  - i) Experience leading an HR team
  - ii) SHRM or similar certification
  - iii) MBA or similar Master's degree