

EPISCOPAL RELIEF & DEVELOPMENT

JOB DESCRIPTION

TITLE: Director, Human Resources
REPORTS TO: Chief of Finance and Operations
DEPARTMENT: Human Resources (HR)
DIVISION: Operations
LOCATION: Remote (EST), New York, NY preferred
FLSA STATUS: Exempt
EFFECTIVE DATE: July 31, 2025

PRIMARY FUNCTION/PURPOSE: The Director, Human Resources is responsible for developing and executing a human resources strategy that supports the organization's mission, core values and business plan. This role plays a crucial part in advancing the organization's Culture and Engagement strategy, with a particular emphasis on training and development, compensation and performance management. The Director also contributes to the Organization Health and Resilience strategic plan imperative by ensuring employees have the skills and support they need to excel in their roles, grow professionally, and contribute meaningfully to the organization's mission. Additionally, the Director oversees HR operations, employee relations, compliance, and benefits management, including oversight of the annual open enrollment process, ensuring alignment with the organization's values and Credo.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HR Operations, Compliance and Business Partnering

- Develop and implement organization-wide policies and systems that address HR risks, ensure legal compliance, reflect industry best practices, and align with the organization's mission and values, both in the US and in all operating countries.
- Oversee the maintenance of accurate HR records and data, leveraging systems for efficient operations and reporting.
- Oversee employee benefits programs and the annual open enrollment process (including medical, dental, pension & 403b, FSA, transit, long and short-term disability, life insurance, etc.)
- In partnership with the Controller and Payroll Specialist, review and approve biweekly payroll.
- Serve as a resource and strategic advisor on all matters pertaining to Human Resources management.



Culture and Staff Engagement.

- In collaboration with Manager, Culture & Engagement, develop and execute a comprehensive Culture and Staff Engagement strategy that is aligned with the organization's strategic goals, mission, values and Credo; grounded in assessments, performance data and organizational objectives.
- Champion a values-driven organizational culture rooted in the organization's faith foundation, where all individuals from all backgrounds (cultural, professional and socioeconomic) are treated with dignity, respect and have equitable access to growth, development, and advancement opportunities.
- Lead the planning and execution of cultural and organizational gatherings fostering connectivity, belonging and relationship building.

Training & Organizational Development

- Design and implement a holistic learning and development strategy, that builds critical management skills among supervisors and future leaders while promoting a continuous learning and development culture.
- Develop engaging training content and materials, using a blended learning approach (e.g., workshops, e-learning modules, webinars, job aids).
- Evaluate the effectiveness of training programs through feedback, assessments, and key performance indicators (KPIs), making data-driven improvements.

Performance Management:

- Design, implement, and continuously refine a robust, fair, and transparent performance management system that aligns individual goals with organizational objectives and departmental annual work plans.
- Provide guidance and training to managers and employees on goal setting, performance reviews, development planning, and fostering a strong feedback culture through tools and practices that encourage open, constructive feedback and recognition.
- Oversee the annual performance review cycle, ensuring timely completion and meaningful evaluations and goal setting.

Employee Relations

- Provide guidance and support to employees and managers on a wide range of employee relations issues, including conflict resolution, disciplinary actions, and grievances, in alignment with organizational policies and values; and conducting investigations as needed, ensuring fairness, consistency and discretion.

Talent Acquisition & Onboarding Support

- Partner with the Talent Acquisition Specialist to develop clear and effective recruitment and onboarding processes and procedures, ensuring a positive candidate experience and an efficient hiring process for managers.
- Other duties as assigned

SUPERVISORY REQUIREMENTS:

- Supervise a total of 4 full-time employees
 - Manager, HR Compliance & Technology
 - Manager, Culture & Engagement
 - Talent Acquisition Specialist
 - HR Generalist.

EDUCATION:

- Bachelor's degree in Human Resources, Organizational Development, Business Administration, or a related field required, and, or equivalent experience.
- HR certification (e.g., SHRM-SCP, HRCI SPHR, GPHR) highly preferred.

EXPERIENCE:

- A minimum of eight (8) years of progressive experience in Human Resources, with at least four (4) years in a leadership role within an international organization.
- A minimum of four (4) years of experience working in a not-for-profit agency, providing support to a diverse staff; international experience preferred.
- A minimum of four (4) years of direct supervisory experience.

RELATED SKILLS:

- Demonstrated expertise and a proven track record in designing, implementing, and managing comprehensive training and development programs.
- Extensive experience in developing and overseeing effective performance management systems, including goal setting, feedback mechanisms, and performance evaluations.
- Customer service oriented with excellent interpersonal, project management, organizational and communication skills, both oral and written (including strong editing and proofreading).
- Effective in a highly collaborative work environment: quick and agile learner, effective problem solver.
- Ability to manage difficult situations with tact and diplomacy, maintaining confidentiality.
- Advanced knowledge of regulations and laws governing US and international employment.
- Advanced knowledge of human resources best practices, basic employment law, employee relations, training and compensation/benefits.
- Ability to take initiative and work well independently, but collegially with other team members.
- Highly organized, able to follow tasks through to completion and meet firm deadlines.
- Proficient with ADP, Google Suite, Word, PowerPoint, Excel and HRIS systems.
- Self-starter; ability to work independently in a remote-work environment, with strong time management and multi-tasking skills.
- Comfortable working in a faith-based environment.
- Spanish language skills a plus.

OTHER REQUIREMENTS:

- Travel up to 3 times a year may be required.
- May be required to work long hours and a varied schedule including evenings and weekends.



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SALARY & BENEFITS:

- Annual salary range of \$145,000-\$155,000 Per year
- Competitive, comprehensive benefits package offered

How To Apply:

To be considered for the Director, Human Resources position, please email your resume and cover letter to careers@episcopalrelief.org with the subject line "Director, Human Resources". For more information, visit our website at www.episcopalrelief.org

- Applications missing either a resume or a cover letter will not be considered.

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities and/or qualifications.

Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management.

Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer (EEO). All employment practices will be administered without regard to an individual's actual or perceived protected characteristic(s) - race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or any other legally protected status.

Episcopal Relief & Development offers reasonable accommodations for individuals with disabilities. You may request accommodation at any time.