

Marygrove Director of Human Resources

OVERVIEW OF MARYGROVE

As a member of the Federation of Catholic Charities of St. Louis, and inspired by the teachings of Jesus Christ, the mission of Marygrove is to provide quality mental health services to severely disturbed children, young adults, and their families who are economically disadvantaged.

Marygrove is seeking an exceptional Director of Human Resources to help realize our mission. Generally, the Director of Human Resources sits on the leadership team and serves as a consultant to management on human resource-related issues. He/she is responsible for assessing and anticipating HR-related needs, communicating those needs proactively within Marygrove (MG) and the HR function, and working to develop solutions to those needs. The position formulates partnerships across the HR function (benefits, compensation, recruiting, etc.) to deliver value-added service to MG management and employees that reflects the organizational objectives of Marygrove.

The Director of Human Resources maintains an effective level of business literacy about MG's financial position, its mid-range strategic plans, and its culture. Tactically, the Director of Human Resources is responsible for the development, implementation, and oversight for all MG HR-related activities (employment, compensation, employee benefits, training, compliance, etc.).

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Provide day-to-day performance management guidance to MG managers (e.g., coaching, career development, disciplinary actions).
- Work closely with MG management and employees to improve work relationships, build morale, and increase productivity and retention.
- Provide HR policy guidance and interpretation, advising MG management and employees in the appropriate resolution of employee-related issues.
- Provide guidance on MG organizational structuring, workforce planning and succession planning.
- Ensure administrative activity within the HR function takes place in a timely and effective manner, in compliance with MG/Catholic Charities/Archdiocesan guidelines (e.g., new hire, change of status, disciplinary, termination activity, unemployment and worker's compensation claim processing, annual employee survey, updating of employee handbook, etc.)
- Directly manage and develop the two Human Resource/payroll professionals.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in Human Resources or a related field from an accredited college or university is required; Master's degree is preferred.
- Five years of experience in Human Resources roles. Working knowledge of multiple HR disciplines including employee relations, performance management, compensation practices, and federal and state employment laws.

- Prior work experience or familiarity with specific specializations/roles within MG (e.g., substance abuse, mental health services, children & youth, etc.) preferred.
- SHRM Certified Professional (SHRM-CP) credential preferred.

To apply, please submit your cover letter, resume, and salary expectations to Les Lexow, Senior Director of Human Resources for Catholic Charities of St. Louis, at llexow@ccstl.org.

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