

Catholic Charities of St. Louis

Senior Director, Human Resources

CATHOLIC CHARITIES OF ST. LOUIS, a federation of eight agencies, has been helping people in need since 1912. In response to the teachings of Jesus Christ, our mission is to serve people in need, especially those who are poor and vulnerable; to work to improve social conditions for all people in the community; and to call members of the Church and community to do the same.

Position Summary:

The Senior Director, Human Resources is the functional leader of Human Resources for the Agencies and Offices that comprise the Catholic Charities Federation. The role provides HR management and strategic visioning leadership to the Catholic Charities Federation as a member of both the Archdiocesan HR Leadership Team and the Catholic Charities Management Team. The position is a collaborative effort focused on defining and executing HR strategy in support of the Archdiocese of St. Louis, generally, and Federation Agencies, Directors and their staffs, specifically. Tactically, the position is responsible for the development, implementation and oversight for all Catholic Charities agencies HR-related activities.

Duties and Responsibilities include:

- Work collaboratively with Archdiocesan HR Leadership Team to define and execute the Archdiocese of St. Louis HR strategic Plan.
- Work collaboratively with the Catholic Charities Management Team to define and execute the Catholic Charities of St. Louis Strategic Plan.
- Act as an HR Consultant to Federation Leadership, providing HR guidance as appropriate.
- Formulate partnerships across the HR function (benefits, policy, compensation, recruiting, etc.) to deliver value-added service to Catholic Charities management and employees that reflects the organizational objectives of the Federation.
- Attain and maintain an effective level of business literacy about the Federation's financial position, its medium and long-range strategic plans.
- Lead, manage, develop and coach a high-performing HR staff working in support of the Federation Agencies consistently working to further develop capability and contribution.
- Assess and anticipate, on an ongoing basis, Federation HR issues, needs and concerns, and collaboratively implement agreed solutions (attract, engage, develop, retain, reward).
- Assist agency leaders and/or HR Directors in the development/optimization of recruitment, selection and on-boarding processes to ensure new staff are well suited and equipped to deliver on Agency and client needs.

- Collaborate with leaders and staff to ensure that the organizational climate is characterized by inclusiveness and high performance, while also aligning with the Catholic identity of the Federation.
- Foster development of a continuous improvement approach in management of people across the Federation.
- Work with leaders, management and staffs to assess employee capabilities, retention, succession planning and management training needs, and recommend/implement plans and options.
- Develop and implement organizational development programs that align the workforce with key organizational and operational strategies to improve efficiencies and enhance employee satisfaction.
- Analyze, develop and foster implementation of consistent and fair total compensation programs appropriate to the missions of Federation Agencies and Federation funding capabilities.
- Assess / optimize Federation HR policies, practices and procedures.
- Ensure Federation compliance with Federal and State legislation and requirements pertaining to all HR matters.
- Obtain and maintain an in-depth knowledge of HR-related Council on Accreditation (COA) requirements and ensure functional compliance across the Federation.
- Provide other support to leadership as requested.

Knowledge and experience requirements:

- Minimum of bachelor's degree in Human Resources, HR Administration, Business Administration or related field, with at least fifteen years of progressively responsible experience as a Human Resources Manager/Director. Master's degree preferred.
- Experience in management of a team is required.
- PHR or SPHR certification is preferred.
- HR experience within a non-profit environment is preferred.
- Successful candidate must be supportive of the Catholic faith and live a public life consistent with its teachings. A practicing Catholic will be given preference.
- Functional skills in all facets of Human Resource Management.

For consideration, please send a cover letter and resume to humanresources@archstl.org.

EOE