



Job Description Director of Human Resources

VISION

We envision children transformed by the redemptive power of Jesus Christ and empowered to fulfill all their God-given potential.

MISSION

Our mission is to provide Christ-centered homes and education for children, equipping and inspiring them to fulfill God's plan for their lives.

POSITION SUMMARY

The Director of Human Resources provides strategic leadership and operational oversight of all human resource functions for the organization. This position collaborates with the Executive team to develop and implement HR strategies that attract, develop, engage, and retain a highly qualified workforce while ensuring legal compliance and alignment with Bethel's Christian mission, values, and culture.

REPORTS TO: President and CEO

JOB CLASSIFICATION: Exempt

DEPARTMENT: Human Resources

SUPERVISES: none

ESSENTIAL FUNCTIONS:

Strategic Leadership

- Develop and execute a comprehensive HR strategy informed by data and aligned with the vision and strategic plan.
- Counsel leadership team on workforce planning, best practices, and organizational effectiveness.
- Trusted advisor to executives, fostering a workplace characterized by integrity, accountability, compassion, and excellence.
- Partner with functional leaders to cultivate a healthy organizational culture that advances exceptional care for children and families.

Talent Acquisition

- Direct all recruitment, hiring, onboarding, and retention initiatives.
- Develop workforce planning strategies to meet staffing needs across residential care, education, administration, development, facilities, and support services.
- Ensure hiring practices identify candidates aligned with both professional qualifications and organizational mission.
- Build relationships throughout the community to strengthen recruitment pipelines.

Employee Relations

- Foster positive employee relations through proactive communication and conflict resolution.
- Provide coaching and consultation to supervisors regarding employee performance and workplace concerns.
- Conduct investigations involving employee complaints, policy violations, and workplace issues.
- Manage disciplinary actions and termination processes while minimizing organizational risk.

Performance Management

- Develop and administer the organization's performance management system.
- Coach managers in effective performance evaluation and employee development.
- Coordinate leadership development and succession planning initiatives.
- Identify training needs and oversee professional development programs.

Compensation & Benefits

- Develop and administer competitive compensation strategies.
- Conduct salary benchmarking and market analyses.
- Oversee employee benefits programs, including annual renewals and open enrollment.
- Partner with finance to process payroll while ensuring accuracy and compliance.

Compliance & Risk Management

- Ensure compliance with all applicable federal, state, and local employment laws.
- Maintain compliance with licensing, accreditation, and regulatory requirements affecting personnel.
- Oversee HR policies, employee handbook, and policy updates.
- Manage workers' compensation, unemployment claims, ADA accommodations, and leave administration.
- Maintain confidential personnel records and HR information systems.

Organizational Culture

- Promote employee engagement initiatives that support retention and morale.
- Lead employee recognition and wellness programs.
- Support diversity of thought and respectful workplace practices consistent with Bethel's core values.
- Encourage collaboration and healthy communication across departments.

Human Resources Operations

- Develop departmental budget and monitor expenditures.
- Oversee HR technology systems and reporting.
- Maintain accurate personnel records and documentation.
- Lead continuous improvement initiatives within HR operations.

MINIMUM REQUIREMENTS:

Spiritual: Be an active participating member in a local Christian church. In accordance with the Mission of Bethel Bible Village, will share the gospel with children in our care, as well as their families, to help them know and respond to the love of God in Christ.

Leadership: Protects the credibility of the Bethel Bible Village mission by complying with Bethel's Standard of Conduct and Employee Covenant, setting an example, in words and actions that is consistent with the values and beliefs of the ministry.

Education/Experience: Bachelor's degree in Human Resources, Business Administration, Organizational Leadership, or related field required. Minimum 5 years of progressive leadership experience in HR operations required. Experience within nonprofit, education, healthcare, residential services, or faith-based organizations preferred. Equivalent combination of education and experience may be considered.

Specific Skills/Requirements: Strong leadership, communication, presentation, organizational, and interpersonal skills. Exhibit high degree of emotional intelligence, discretion, and confidentiality. Develop collaborative partnerships across functional areas. Ability to manage multiple priorities and respond effectively.

Specialized Knowledge/Licenses: Comprehensive knowledge of employment law and HR best practices. Experience with compensation analysis and benefits administration. Working knowledge of HRIS and payroll systems. Professional certifications such as SHRM or SPHR are beneficial.

PHYSICAL REQUIREMENTS: This job operates in a professional office environment using standard office equipment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands; reach with hands and arms; balance; stoop; kneel, crouch, or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Often responds to visitors at entrance, utilization of security technology tools, and phone systems.

OTHER DUTIES:

Please note that this job description is not designed to cover or contain an exhaustive list of all activities, duties, or responsibilities that are required for this job. Duties, responsibilities, and activities may change at any time with or without prior notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____

Date _____