



Human Resources Director - Job Description

Reports to: VP of Administration

Schedule: Full-Time, Monday-Friday, 8:00am-5:00pm

Compensation: \$70,000-\$80,000 annually. Final compensation will be determined during the hiring process, based on qualifications and experience.

Position Summary: The Human Resources Director provides strategic and operational leadership for all human resource functions of Dégagé Ministries. This position is responsible for developing and implementing HR policies, ensuring compliance with employment laws and nonprofit regulations, and fostering a supportive, mission-driven workplace culture. The HR Director oversees recruitment, onboarding, employee relations, compensation and benefits, training and development, performance management, and staff retention initiatives. Working closely with leadership, the HR Director helps build a compassionate, inclusive, and trauma-informed work environment that supports employees serving vulnerable populations. The role also ensures staffing practices align with the organization's mission, values, and commitment to dignity, respect and community impact.

The Mission Statement: To reflect the love of Christ to all who come through our doors by building relationships and offering programs that foster dignity and respect.

The Vision Statement: For those we serve, we will be a community that overcomes obstacles, celebrates transformation, and realizes the full potential of all as children of God.

Core Values:

- **Celebrate the Divine Spark:** All of us are made in the image of God, with the same purpose of contributing to a better world. We see beyond behaviors and treat all with dignity and respect.
- **Make Order out of Chaos:** We work in an emergency setting amongst hurting women. Plans will change, policies will fail, and people will lash out. We are calm, flexible, and innovative in the chaos.
- **Do What You Say and Say What You Need:** Let's do the job we agreed to do. Arrive on time, build relationships, and practice policy. If unable to meet these

expectations, speak up and ask for more support. As a team, we can get the job done!

- **Embrace Learning:** Welcome feedback with open arms. Mistakes are a key to success. No one here is above constructive criticism. We all need more practice, have more to learn, and have room to grow.
- **Walk With Others:** We set clear expectations, provide the support needed, and hold others accountable. We are both kind and firm.

Qualifications:

- A strong commitment to Christ and to serving Him through word and deed.
- The ability to work with, encourage, and motivate people from all backgrounds.
- Possess qualities of compassion, patience, professionalism, and emotional intelligence.
- Strong verbal and written communication skills.
- Possess verbal de-escalation and conflict resolution skills.
- Ability and desire to be a collaborative team player working to fulfill the Mission and Core Values of Dégagé Ministries alongside staff, volunteers, and leadership.
- Bachelor's degree in Human Resources, Business Administration, Organizational Leadership, or a related field preferred.
- Minimum of 3–5 years of progressive HR leadership or management experience.
- Comprehensive understanding of labor laws, HR best practices, and nonprofit workplace environments.
- Experience developing and executing recruitment plans and employee engagement strategies.
- Demonstrated ability to coach employees and leaders through performance, conflict, and professional growth opportunities.
- Strong leadership, organizational, and interpersonal skills.
- Proficiency in HRIS systems and Microsoft Office Suite.
- HR certification (SHRM-CP, SHRM-SCP, PHR, or SPHR) preferred.
- Excellent analytical, problem-solving, and decision-making skills.
- Ability to work independently with minimal supervision while maintaining high attention to detail and confidentiality.
- Positive attitude and demonstrated desire to contribute to a cohesive, mission-centered culture.

- Possession of a valid driver's license and reliable transportation for work-related travel.
- Lived experiences with mental illness, developmental disabilities, substance use disorders, homelessness, or poverty are valued.
- Ability to work effectively in a multicultural environment and bridge language and cultural barriers within diverse communities.

Specific Responsibilities:

- **Recruitment & Talent Acquisition**
 - Develop, implement, and fully execute organization-wide recruitment and hiring strategies to attract, hire, and retain high-quality and mission-aligned talent.
 - Oversee the full recruitment lifecycle including workforce planning, job postings, sourcing, screening, interviewing, reference checks, offer processes, and onboarding.
 - Build partnerships with colleges, workforce development programs, community organizations, and recruitment platforms to strengthen candidate pipelines.
 - Analyze hiring trends, turnover data, and staffing needs to proactively address workforce gaps.
- **Employee Relations & Organizational Culture**
 - Serve as the primary HR contact for employee concerns, conflict resolution, corrective action guidance, and workplace investigations.
 - Foster a positive, inclusive, and mission-centered workplace culture through employee engagement initiatives and communication strategies.
 - Provide coaching and support to managers and supervisors regarding employee performance, accountability, and leadership development.
 - Support staff wellness, morale, recognition, and retention initiatives.
- **Career Coaching & Professional Development**
 - Provide career coaching and professional development support to employees at all levels.
 - Identify training and development needs and coordinate internal and external learning opportunities.
 - Support succession planning and internal growth pathways.

- Assist employees in setting professional goals and developing individualized growth plans.
- Performance Management
 - Design, implement, and maintain performance appraisal systems and performance improvement processes.
 - Support managers in goal setting, feedback conversations, evaluations, and employee development planning.
 - Ensure performance management practices align with organizational values and expectations.
- Compliance & Policy Administration
 - Develop, update, communicate, and enforce HR policies, procedures, and employee handbook standards.
 - Ensure organizational compliance with federal, state, and local labor laws and nonprofit employment regulations.
 - Maintain current knowledge of labor laws, HR trends, and best practices.
 - Ensure compliance with HIPAA privacy standards and organizational confidentiality requirements.
- Compensation, Benefits, & HR Operations
 - Oversee payroll coordination, benefits administration, leave management, and employee records management.
 - Conduct compensation analyses and make recommendations to ensure equitable and competitive pay practices.
 - Monitor HR budgets and assist leadership with workforce planning and compensation forecasting.
 - Maintain accurate HR documentation, reporting, and compliance records.
- Strategic Leadership & Organizational Development
 - Collaborate with senior leadership to develop and implement HR strategies aligned with organizational goals and mission.
 - Lead and support diversity, equity, inclusion, and belonging initiatives throughout the organization.
 - Monitor HR metrics and provide regular reports and recommendations to leadership.
 - Support organizational change initiatives and continuous improvement efforts.
- Additional Responsibilities



- Maintain confidentiality in all aspects of employee and organizational information.
- Travel to other sites and locations as needed to attend meetings or perform work.
- Comply with all organizational policies and procedures, including the code of conduct, attendance expectations, and safety standards.
- Perform additional duties assigned to support organizational operations and mission advancement.

Commitment: This is a full-time, exempt, “at-will” position. There is no length of tenure of employment implied or stated.

Signature: _____ Date: _____