Fourth Presbyterian Church

Job Announcement: Human Resources Director (HRD)

**Classification:** Exempt; salaried  
**Status:** Full-time  
**Reports to:** Executive Director of Operational Ministries  
**Direct Reports:** HR staff

**Are you looking for us?**

You are a true HR generalist & are a strong people manager. You have already been an HR Director at a medium/large organization (60+ FTE). You thrive when building an HR team, and hope to step into executive leadership as the organization grows. You build relationships naturally, are hungry to grow and are invigorated by proposing solutions to complex challenges. What sets you apart is your energy to dive into the day-to-day, while leaning into change. The idea of jumping in and updating processes and practices excites you. While you skillfully delegate, you are equally comfortable rolling up your sleeves and diving into projects that require your HR expertise. You can see potential, and aren’t daunted by a challenge. Your guiding light is tied to a larger purpose, and you are comfortable in a progressive, faith-based environment. You can lead through multiple phases of shifting workplace culture. Passion for all people is your hallmark (colleagues, community members, congregants etc.) and you put your passion into action through strong anti-racist HR leadership and practices.

**Summary Description**

The HR Director is responsible for shaping the vision for, and experience of, Fourth’s work environment to ensure thoughtful integration of new staff, support for ongoing professional development, and overall alignment with Fourth’s values and compliance in all areas of HR. The HR Director will collaborate with leadership across Fourth Presbyterian Church and Chicago Lights to champion initiatives in the areas of hiring, employee life cycle, benefits and compensation, compliance, policy, employee engagement and performance management. Using an anti-racist and equity lens, the HR Director will design and implement employee
programs and activities that ensure the organization maintains a focus on development, engagement, retention.

**Salary Range:** $86,000-$96,000 depending on experience

**Benefits:** generous benefits package that includes Health (PPO, HMO, HCHP options), employer paid Short Term Disability & Life Insurance, Paid Time Off (17 days plus 11 paid holidays), 403b and parking discount. Additional available options (employee paid) include Long Term Disability, vision, dental and basic life insurance.

**Essential Functions**

**HR Operations, Compliance & Transactional Leadership (approx 50%)**

- Lead HR efforts for both Fourth Presbyterian Church and Chicago Lights.
- Design and continuously improve transactional systems and processes to maximize efficiency and effectiveness while ensuring compliance across key HR work streams.
- Manage the continued implementation and use of existing HR technology and assess and implement new technology as needed.
- Oversee personnel recordkeeping and HR information systems, ensuring management of all HR data sufficiently meets the organization’s personnel information needs.
- Research, recommend, and implement personnel policies, benefits, and internal practices that reflect Fourth’s values.
- Work with the Personnel Committee to update and maintain employee handbook, policies, and procedures, ensuring accuracy, consistency, adherence to professional standards, and legal compliance.
- Interrogate all policies and practices through an anti-racist and equity lens.
- Maintain in-depth knowledge of legal requirements related to day-to-day management of employees’ reducing legal risks and ensuring regulatory compliance.
- Serve as a policy expert to assist operations management in adherence of company policies, processes and practices.
- Select and oversee relationships with HR consultants, attorneys, training providers, insurance brokers, third party administrators, and other outside resources.
- Inform Executive Director of Operational Ministries of any significant HR matters.
- Advise the leadership team regarding strategic goals and initiatives from an HR perspective.
- Work closely with Finance and Operations teams to ensure smooth processes and compliance as related to payroll, wage and hour laws, and benefits administration.
Strategic Leadership (approx 20%)

- Lead HR through three phases of organizational growth, tracking progress & outcomes:
  - Essentials functions & efficiency gains
  - Resource evaluation & training (leveling the organization up)
  - Anti-racism/compensation work; shifting toward more senior leadership
- Direct HR staff, including ongoing coaching, hiring, writing position descriptions, and conducting regular supervision, while fostering a relationship of mutual feedback.
- Guide departmental hiring managers to ensure effective, efficient and legally compliant processes.
- Administer and oversee all HR functions including payroll, onboarding, offboarding, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; occupational health and safety; and training and development.

Employee Relations (approx 10%)

- Develop strong performance management and supervision systems and standards; support all managers in consistent implementation.
- Provide support to managers through coaching on personnel matters.
- Monitor turnover rate, developing strategies to enhance morale and retention.
- Serve as the first escalation point for staff regarding concerns or grievances and facilitate processes for investigations and mediation as relevant to employee grievances.
- Drive an employee-centric focus across the organization to facilitate growth and retention, through an effective employee engagement and reward strategy.
- Conduct and/or provide guidance to ensure effective, thorough and objective investigations.
- Conduct necessary performance improvement plans, terminations, and other personnel actions in accordance with personnel policies.
- Successfully build strong working relationships throughout the organization.
- Benchmark industry best practices to maintain and enhance an engaged workforce.
- Use the organization’s principles of hospitality when interacting with visitors, guests, members, and staff of Fourth Presbyterian Church and Chicago Lights.

Professional Development (approx 10%)

- Curate and provide annual sexual harassment training for all staff and managers.
- Procure relevant online training for staff.
- Collaborate with managers and leadership team to identify evolving staff learning needs, as well as ongoing training and coaching for managers.
Other (approx 10%)
- Protect the organization by keeping information confidential.
- Update professional knowledge by participating in educational opportunities approved by Fourth, maintaining networks, and participating in professional organizations as relevant to your role.
- Attend all work functions unless other arrangements have been made
- Other duties as assigned

Experience & Requirements:

Experience Required (Must have)
- 7+ years of relevant experience and progressive leadership in Human Resources/People Operations
- 3+ years of management experience
- Experience in administration of all HR functions, including benefits administration & compensation programs

Specific Skill Sets Desired
- PHR or SPHR certification preferred
- Ability to integrate a racial equity lens to HR systems and practices
- Knowledge of regulations related to HR operations and data systems; ability to discern and solicit outside expertise when needed
- High proficiency with Microsoft Office including Outlook, Excel, PowerPoint and Word
- Reliable self-starter, able to function well in a high-responsibility, low-oversight environment; follow-through and ability to complete projects on time with excellence from start to finish
- Experience successfully interfacing with C-suite and Board of Directors
- Considerable working knowledge of multiple HR disciplines including benefits and compensation practices, performance management, and culture development
- Has strong anti-racist stance, that can be comfortably articulated, including robust experience implementing Diversity, Equity and Inclusion practices and has demonstrated ability to work toward anti-racist policies and practices in all areas of responsibility
- Working knowledge of HRIS/Applicant Tracking and other technology related to HR
- Demonstrated capability developing and deploying strategies at all levels
- Successful track record of designing, developing, and delivering HR programs
• Ability to think holistically across existing HR program processes and systems to identify opportunities that further program design and development
• Strong customer service orientation and interpersonal communication skills
• High degree of emotional intelligence and flexibility in a dynamic culture
• Excellent verbal and written communication skills

**Qualities (Must have)**

• Outstanding judgment, sensitivity, and high level of confidentiality and discretion
• Ability to thrive in evolving, complex organization
• Excellent organization, time management, follow through, attention to detail, and ability to prioritize
• Critical thinking skills that lead to ability to design and implement systems, and manage teams in the implementation process
• Excellent written and oral communication skills with the ability to effectively communicate using multiple methods
• An orientation to relationships, collaboration, and building the capacity of colleagues
• Self-motivated, resourceful, creative and able to work without significant supervision
• Strong analytical, problem-solving, critical thinking and decision-making skills, using a comprehensive approach with strong attention to detail and deadlines
• Expert at focusing on both long-term issues and daily, practical issues; adept at effective priority-setting
• Understanding of and commitment to the values and mission of Fourth Church and Chicago Lights. This includes an appreciation for and ability to build a positive morale, sense of collegiality and trustworthiness in the unique environment of a faith-based, non-profit, and service organization
• Comfort working in a faith-based, multicultural, and diverse organization

**Schedule**

• Full-time, 40 hours per week, occasional evening work required.

**Work Environment**

The physical demands and work environment described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with different abilities to perform the essential functions.
• If the current health conditions dictate, must be able to participate in online virtual communications including email, video conferencing, and other online tools used to facilitate virtual office culture and work sharing.
• Smoke- and drug (illegal or recreational)-free environment.
• Fourth aims for accessibility in any off-site location that we have control of, but some of them may not be fully accessible.
• This role routinely uses standard office equipment such as computers, phones, and scanners. Employee is regularly required to communicate effectively via computer, via phone, and in-person.
• This role requires frequent sitting.
• Fourth Presbyterian Church’s office is located in downtown Chicago

Application Process
• Interested applicants should email a cover letter specifically addressing why they are interested in serving at Fourth Church, this position and how their past experience directly relates to this position noted above, salary requirement, and a resume to: careers@whitehodgehr.com
• Subject line should read: Your name/HR Director (Fourth Pres)
• No phone calls please.
• Fourth seeks to fill this position as soon as possible and will work actively to build a highly diverse pool of candidates.

EEO statement
Fourth is an equal opportunity employer and does not discriminate against any individual based on any non-merit factor, and is committed to an equitable workplace where everyone is treated as a respected and valued member of the team. Fourth seeks to build and maintain a diverse staff with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, and sexual orientation. Fourth is committed to elevating the voices of women, young people, people of color, Native people, immigrant and refugees, low-income people, LGBQ+, and transgender, gender non-conforming, and non-binary people, people with disabilities, and young parents. We encourage people from these communities to apply.

Hiring Timeline
The application deadline for the HR Director position is Friday, February 11th, 2022. Ideally, we would like to have our new HR Director start in early April. The hiring timelines listed here are our best estimate, and are intended to assist applicants with planning throughout the hiring process.
- Job Posting Closes: Friday, February 11th at 1pm
- Phone Screenings: Week of February 14th
- Virtual Interviews: Week of February 28th
- Final Interviews: Week of March 9th
- Offer: Week of March 14th
- Day One: Monday, April 4th