



ARCHDIOCESE
OF ST. LOUIS



EXECUTIVE DIRECTOR OF HUMAN RESOURCES

July 18, 2024

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The Archdiocese of St. Louis is home to almost 500,000 Catholics. The Shepherd of the Diocese, **Most Reverend Mitchell T. Rozanski** is focused on delivering the Gospel message of Good News to the faithful in his flock. He needs a strong Catholic Human Resource leader to assist in managing the needs of ~15 diocesan staff and ~8,000 employees.

Job Summary/Description:

The Executive Director of Human Resources is responsible for ensuring the execution of all areas of human resources (HR) strategy and tactics, policy and procedures, including recruiting and selection, employee engagement, performance management, succession planning, employee training and development, HRIS system oversight, HR data metrics and reporting, total rewards (benefits and compensation) delivery and administration, and payroll management.

A primary objective of this role is to enable the achievement of the Archdiocese mission, vision, values, and Catholic ministry strategic objectives through the optimization and continuous improvement of all HR functions, which include program financial management, HR compliance, and third-party vendor partnerships. As a key member of the leadership team of the Archdiocese, the candidate works collaboratively with leadership and staff to align HR strategic goals and objectives with the current and future needs of the archdiocese.

Position: Executive Director of Human Resources

Essential Duties:

- Provide visionary leadership and management of the organization's HR function to include the planning, evaluation, design, development, implementation, and maintenance of HR policies, procedures, program services and administration, and systems/technology.
- Translate organizational strategic goals and objectives into HR strategic and tactical operational plans.
- Host and manage Oversight Boards and Committees.
- Develop, implement, and maintain a strategic communication and change management plan.
- Articulate a human capital vision and strategy to enable the achievement of the organization's mission, vision, values, and Catholic ministry.
- Be aware of current and future HR regulations and legislation and adjust applicable HR policies, procedures, and programs to ensure full compliance and risk management.
- Identify and maintain an HR technology, strategy, and execution roadmap. Knowledge and experience implementing HRIS systems required. Specific experience with SAP highly desired.
- Partner with applicable Archdiocese leadership (e.g., legal, finance, board, communications, agency CEOs/Executive Directors, procurement) to manage applicable areas of enterprise and HR risk.
- Deliver HR programs that attract, retain, and engage human capital with mission driven values and the required skills to optimize organization and HR function outcomes. This includes consistent execution of background checks and safe environment training for all employees, volunteers, and applicable third-party vendor partners.
- Deliver, monitor, and measure applicable HR policies, procedures, programs, administration, and compliance requirements to Archdiocesan locations. Execute remediation plans as necessary based on reporting and measurement outcomes.
- Oversee employee listening feedback tools to foster a best-in-class work environment and ensure compliance and acceptance of HR policies, procedures, and programs.
- Oversee development and execution of employee onboarding, training and development programs that enable employee engagement, role effectiveness, and career management.

Essential Qualifications:

Education & Certifications

- BA in Human Resources or related field. Master's Degree in HR, or related field, preferred.
- HR certification (SPHR and/or SHRM-SCP) preferred.

Experience

- 7 to 10 years of progressively responsible human resources and management experience in a complex organizational structure, preferably in a church environment.
- Fully initiated Catholic in the communion of the Catholic Church and intentionally living out the five precepts of the Church (CCC 2041-2043).
- Solid understanding of all HR functions including payroll, benefits, compensation, HRIS, compliance, employee relations, risk management, program financial management, budget development and monitoring, employee recruiting, retention, engagement and performance management, employee communications, and change management.
- Ability to maintain confidential information and foster an environment and culture of collaboration, innovation, and integrity.
- Experience serving as a member of executive management staff and board interaction.

Travel: Some travel throughout the Archdiocese and to conferences as required.

Salary: Commensurate with background and experience (\$160,000-\$180,000). Comprehensive benefit program provided by the Archdiocese (details will be furnished to finalist candidates).

Application Deadline: September 30, 2024

(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Brent Morton
Senior Vice President of Recruiting
Catholic Recruiter Associates
Brent@CatholicRecruiter.com

Note: Only those selected for an interview with the search committee will be contacted.

Search managed by:

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