



EXECUTIVE DIRECTOR OF THE OFFICE OF HUMAN RESOURCES

| *August 29, 2019*

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



CLIENT BACKGROUND

The Archdiocese of Denver (<https://archden.org/>) is home to nearly 600,000 Catholics. The Shepherd of the Diocese, Most Reverend Samuel J. Aquila ([Archbishop Bio](#)) leads the faithful supported by 112 Pastors, 346 priests, 220 deacons and 20 religious communities. A Chancery organization of over 5000 employees and Catholic schools staff provides services and outreach in advancing the mission of the Archdiocese and the Gospel of Our Lord Jesus Christ. The Archdiocese seeks a talented and devout Human Resources leader to ensure best practices and contemporary workplace practices to sustain the lay employees of our mission and provide motivation and a nurturing culture which attracts and retains top talent.

The Position

TITLE: Executive Director of The Office of Human Resources

REPORTS TO: Chief Operating Officer

Under the supervision of the Chief Operating Officer, the Executive Director of Human Resources is responsible for providing leadership in developing and executing human resources strategy in support of the overall business plan, strategic mission, culture and ministry of the Archdiocese.

As a key member of the leadership team of the Archdiocese, the Executive Human Resources Director works collaboratively with leadership and ensures that HR-related functions across the Archdiocese are coordinated, efficient, and effective and that the functions are consistent with the mission and ministry of the Archdiocese.

ESSENTIAL DUTIES

Business and People Strategy

- Analyze business and labor market trends and existing HR programs and systems.
- Inform the organizational strategic planning process by assessing the impact on people, human capital needs/ incorporating best practice HR trends.
- Translate organizational strategic and tactical business plans into HR strategic and operational plans; provides a vision for achieving the organization's mission and ministry through human capital strategy.
- Identify and maintain HR technology strategy.
- Evaluate and advise on new legislation and regulations that impact the Archdiocese of Denver and its legal entities.
- Lead the development of a strategy for organizational culture which is infused with the ministry of the Archdiocese and consistent with its overall mission of the Archdiocese of Denver Management Corporation.

HR Operations

- Plan, develop, lead and evaluate the organization's HR function and performance;
- Maximize effectiveness and efficiency, including assessing the value of standardization and customization;
- Oversee the employee lifecycle, including application, selection, onboarding and orientation, payroll, leave of absence, discipline, training and development, resignation, and termination.
- Develop and implement policies that advance the strategic and operating needs of the organization.
- Ensure compliance with federal, state, and local regulatory requirements.
- Create and maintain policies and monitor organizational practices and take corrective action when needed.
- Lead and manage talent acquisition efforts for the organization.
- Evaluate and stay current of competitive compensation for equivalent functional positions within our diocese.
- Develop and implement an onboarding process that optimizes the candidates experience and fosters employee retention.
- Develop and monitor key HR metrics and utilize as a system for decision support.
- Serve as the expert resource for leadership on employee relations, disputes and litigation issues.
- Manage regulatory complaints, conduct internal investigations, and monitor and support high quality of documentation.

ESSENTIAL DUTIES (cont.)

- Provide training and development for managers to build their capacity to manage employee issues and understand legal implications.
- Support managers and staff in proactive performance management throughout the year (e.g., coaching, counseling, career development, disciplinary actions).
- Mediate difficult employee relations issues as a neutral party.
- Build consensus and settle disputes on HR policies and practices.
- Develop and implement comprehensive compensation and benefit plans.
- Oversee and advise on compensation and benefits administration and execution in collaboration with the COO, CFO and various committees.
- Maintain and ensure compliance of plan administration and design.
- Build and maintain strong relationships with all external vendors and partners including but not limited to:
 - Health insurance consultants;
 - 403(b) plan administrators;
 - Financial advisors;
 - Outside employment counsel.
- Champion diversity and inclusion, consistent with Catholic teachings.
- Partner with Risk Management to ensure a safe work environment.
- Oversee employee health programs and retirement programs, including lay and priest pension plans.
- Develop human resources operations financial strategies.

Organization and Talent Development

- Work with leadership to create a high performing culture across the Archdiocese focused on open communication, maximizing talent and driving high levels of service.
- Partner with senior leaders to assess organizational design, leadership effectiveness and leadership development needs.
- Consult on complex, strategic organizational development and change initiatives.
- Create an environment that encourages sharing ideas and best practices and building strong cross-functional relationships.
- Develop human resource planning models to identify competency, knowledge and talent gaps and develop specific programs for the filling of the gaps.
- Develop and implement leadership development programs.
- Determine enterprise-wide skills training and development plans, working closely with operational leaders to address needs.
- Maximize employee engagement by developing and managing an active positive employee relations process.

ESSENTIAL DUTIES (cont.)

Facilitate difficult interactions among organizational stakeholders to achieve optimal outcomes.

- Serve as a mentor for staff and managers; guide constituents in career development.
- Team Management
 - Engage members of the executive leadership team and other leaders to facilitate department collaboration ensuring that solutions positively support the Archdiocese's mission and ministry.
 - Recognize and be responsive to the needs of all internal customers and to the external Catholic community.
 - Supervise staff; mentor and provide growth opportunities.
 - Provide feedback, including regular progress/performance reviews and plan for improvement.
 - Any other duties as assigned by supervisor.

EDUCATION & EXPERIENCE

- A minimum of a bachelor's degree preferably in human resources, business administration, or related field; Masters strongly preferred.
- PHR or SPHR desirable.
- Seven to 10 years of progressively responsible human resources and management experience in a complex organizational structure, preferably in a church environment.

COMPETENCIES AND QUALIFICATIONS

- Fully initiated Catholic in the communion of the Catholic Church and intentionally living out the five precepts of the Church (CCC 2041-2043).
- Refrain from public promotion of, or the living out of, any conduct or lifestyle that would reflect discredit or disgrace on, or cause scandal in relationship to, the Archdiocese of Denver, or considered to be in contradiction with Catholic doctrine or morals.
- Strong working knowledge and depth of all human resources disciplines (including, but not limited to employment law, performance management, benefits and compensation practices, payroll, workforce planning, compliance, recruitment, and federal and state employment related laws).
- Proactive with evidence of having worked as a true business partner to the senior leadership team.
- Demonstrated experience in process improvement within HR to increase efficiency and maximize customer satisfaction.
- Must be committed and able to positively, effectively, and efficiently interact with diverse personalities, ages, and management levels both within the Archdiocese's administrative offices and with outside entities.
- Knowledge of and implementation of HR best practices.
- Well-developed business acumen, with knowledge of the operational aspects of business such as, finance and accounting, HR and organizational metrics, technology, labor markets and governmental and regulatory guidelines, internal communications and marketing.
- A collaborative and flexible style, with a strong service mentality.
 - A team player who is committed to lifelong learning.
 - A hands-on manager with integrity and a desire to work in a dynamic, mission-driven environment.
 - Strong commitment to developing team members.
 - Proficiency in the use of Microsoft Office Suite.
 - Experience in working with and developing HR information systems.
 - Exceptional interpersonal and relationship building skills.
 - Demonstrated employee relations skills, including conflict resolution, alternative dispute processes, coaching, consultation and facilitation skills.
 - Able to interact with all levels, inside and outside of the organization, in an ethical, discrete, and confidential manner.
 - Strong organization and project management skills (encompassing planning and organizing, managing scope and schedule, and time management).
 - Excellent communication skills, both written and oral.
 - Able to facilitate and lead discussions on complex issues to resolution.
 - Must be available from time to time to travel both locally for day to day business, as well as farther from the office for site visits; potentially overnight.

OTHER

- Salary** ○ Commensurate with background, education and experience.
- Application Deadline** ○ November 15, 2019
(Note: 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
Vice President
Catholic Recruiter Associates
Brent@CatholicRecruiter.com

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

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

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