



THE ROMAN CATHOLIC DIOCESE OF
BIRMINGHAM *in* **ALABAMA**



DIRECTOR OF HUMAN RESOURCES

July 8, 2026

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

We are the Catholic Church of Birmingham, Alabama. We are responding to God's call to proclaim Jesus Christ as the Eternal Son of the living God. We are witnesses to the Gospel as we announce the death of the Lord, proclaim His resurrection, and await His coming in glory. At the heart of our Christian Community is celebration: of the Word, of the Eucharist, of the Sacraments. We journey with the Holy Spirit as our guide, with Mary, the Mother of God as our model, and in communion with the Holy Father, the Bishop of Rome.

Established in 1969 under the patronage of St. Paul, the **Roman Catholic Diocese of Birmingham in Alabama** is missionary in nature. We are a community of disciples, representatives of many races and cultures, priests, deacons, women and men religious, and laity. As Church, our ministries and outreach encompass families, parishes, schools, associations, and a myriad of programs. We are spread through 39 counties over a geographic area of 28,091 square miles in the northern part of Alabama. We are a pilgrim-people, called to evangelize and to be evangelized. We are a Church committed to responsible stewardship of God's many gifts. Our vision is to be a Church renewed and renewing the face of the earth as a baptized community empowered by the Spirit, faithful to the Gospel, and committed to building the Kingdom of peace and justice.

We are committed to:

- Empower one another to the fullness of our sacramental commitment.
- Experience the love of the Triune God, and share that love with all peoples, especially the poor and the unchurched.
- Help heal our sisters and brothers in their brokenness with the compassion and peace of Jesus, regardless of religion, race, gender, age or social status.
- Promote a God-centered society that respects the dignity of each person, especially the unborn, the elderly, and the marginalized.
- Work ecumenically with other religious traditions in an effort to reach out to our unchurched sisters and brothers.
- Appreciate God's gift of cultural diversity that expresses itself in worship, in leadership, and in service.

Job Summary/Description:

The diocesan Director of Human Resources provides strategic and operational leadership for human resources programs, services, policies, and systems that support the mission of the Diocese of Birmingham in Alabama. The position serves as a senior resource to diocesan leadership, pastors, principals, business managers, supervisors, and employees on matters involving employment practices, benefits, compliance, employee relations, workforce planning, organizational structure, and HR operations.

The person in this position is called to provide a Christian, compassionate, and professional presence in all aspects of day-to-day operations, with complete confidentiality, and must be a team player who will share and participate in the vision and goals of the Bishop and of the diocese.

Essential Functions:

Strategic HR Leadership and Organizational Support

- Serve as a senior HR advisor to diocesan leadership regarding workforce planning, organizational structure, employee relations, policy interpretation, compensation considerations, and employment-related risk.
- Provide professional HR guidance to parishes, schools, agencies, and departments on matters involving employment, supervision, discipline, documentation, conflict resolution, performance management, compliance, and separation from employment.
- Assist in the development and implementation of department goals, HR systems, procedures, and service standards that improve consistency, efficiency, accountability, and mission alignment across diocesan locations.
- Support leaders in developing and revising job descriptions, evaluating staffing needs, and strengthening role clarity across departments and locations.
- Participate in appropriate diocesan committees, leadership meetings, and governance discussions as requested.

Policy, Compliance, and Employee Relations

- Develop, maintain, interpret, and administer diocesan employment policies, procedures, templates, and employee handbooks in a manner consistent with Catholic values, diocesan expectations, and applicable law.
- Maintain awareness of federal, state, and local employment requirements, including but not limited to FLSA, FMLA, ADA, Title VII, HIPAA, ACA, ERISA best practices, and other applicable employment and benefits regulations.
- Provide employee relations coaching and guidance to supervisors and employees, including support for performance concerns, disciplinary matters, workplace conduct, investigations, terminations, and exit interviews.

Benefits, Retirement, and Leave Administration

- Oversee the administration, communication, and ongoing review of diocesan employee benefits programs, including medical, dental, vision, life, disability, 403(b)(9) retirement, and related benefit plans.
- Provide leadership in open enrollment, renewal planning, employee education, vendor coordination, benefits communications, and plan administration.
- Support governance and fiduciary oversight of employer-sponsored benefit programs, including self-insured medical plan administration and retirement plan administration, in coordination with plan advisors, vendors, legal counsel, diocesan Finance Office, and appropriate committees.
- Serve as a resource regarding FMLA, leaves of absence, workers' compensation coordination, disability processes, accommodation requests, and return-to-work matters.

HRIS, Payroll Coordination, and Data Integrity

- Utilize, maintain, and improve HRIS processes and data integrity, including employee records, position information, onboarding data, benefits information, reporting, and related workflows.
- Coordinate with Payroll and Finance to support accurate employee data, salary administration, benefit deductions, payroll-related HR processes, and compliance reporting.
- Use data and reporting to identify trends, support leadership decisions, improve service delivery, and strengthen HR operations.

Recruitment, Onboarding, and Workforce Support

- Coordinate and support recruitment efforts for chancery office positions and assist diocesan locations with recruitment processes as appropriate.
- Prepare and post job announcements, screen applicants, support interview processes, conduct reference checks, and coordinate required pre-employment processes.
- Assist chancery departments and diocesan locations with background checks, drug screening, E-Verify/onboarding requirements, youth protection training status, and other onboarding processes.

Budget, Vendor, and Department Administration

- Prepare, administer, monitor, and analyze the Human Resources Department budget, including revenue, expenses, vendor costs, and departmental resource needs.
- Manage vendor relationships, service agreements, renewals, requests for proposals, and implementation processes related to HR, benefits, compliance, and related functions.
- Evaluate HR services, systems, policies, and procedures; recommend improvements to enhance efficiency, accuracy, service quality, compliance, and stewardship.
- Attend conferences, meetings, seminars, and professional development opportunities to remain current on HR, benefits, compliance, and church personnel trends.

Youth Protection and Safe Environment Support

- Coordinate adult youth protection training, criminal background checks, Safe Environment requirements, and related reporting obligations.
- Integrate youth protection requirements into onboarding, volunteer processing, employee compliance, and diocesan recordkeeping procedures.
- Assist with required reporting, documentation, and coordination with appropriate diocesan offices, USCCB, or other entities, as assigned.

Required Knowledge, Skills, and Abilities

- Bachelor's degree in Human Resources, Business Administration, Organizational Leadership, Management, or a related field required; advanced degree preferred.
- Minimum of five years of progressively responsible HR leadership experience required; executive-level or senior HR management experience strongly preferred.
- Must be a practicing Catholic in good standing, with a working knowledge of the organizational structure, mission, and values of the Roman Catholic Church.
- Demonstrated experience in employee relations, policy development, compliance, benefits administration, compensation support, recruitment, HR operations, and HRIS administration.
- Previous diocesan or archdiocesan HR experience strongly preferred in addition to experience leading HR within a complex, multi-site organization; other nonprofit, religious, or mission-based experience helpful.
- Experience with self-insured health plans, retirement plan administration, vendor management, open enrollment, and benefits compliance preferred.
- Professional certification such as PHR, SPHR, SHRM-CP, or SHRM-SCP preferred.
- Valid driver's license, reliable transportation, and current automobile insurance required.
- Travel to parishes, schools, agencies, meetings, and training may be required; overnight travel may be required periodically.
- Ability to manage confidential and sensitive information with professionalism and discretion.
- Ability to function calmly and effectively in pressured situations and manage multiple priorities across a distributed organization.
- Ability to communicate clearly and interact professionally with clergy, religious, chancery personnel, parish and school leadership, employees, volunteers, applicants, vendors, and lay personnel throughout the Diocese.
- Maintains up-to-date personal certification for the diocesan Child & Youth Protection Certification program.
- Proficiency in English and Spanish desired.

Job Conditions & Physical Demands

The following are representative of the physical capabilities that must be met by an employee and the working conditions that any employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, employee is frequently required to sit, ambulate, talk and hear, and occasionally to stand.
- Specific seeing abilities include close vision, depth perception, and ability to adjust focus.
- Must be able to occasionally lift up to 20 pounds.
- Work is generally performed in a normal office environment.
- Occasional exposure to outside weather conditions while traveling or moving between diocesan locations.

Travel: Travel to parishes, schools, agencies, meetings, and training and periodic overnight travel may be required.

Salary: Commensurate with background and experience. Comprehensive benefit program (details will be furnished to finalist candidates).

Application Deadline: August 15, 2026

(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.

This position serves a vital religious function that supports the mission and beliefs of the Roman Catholic Church.

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

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