



Catholic Diocese
of Cleveland



EXECUTIVE DIRECTOR OF HUMAN RESOURCES

| January 20, 2025

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The Catholic Diocese of Cleveland was founded on April 23, 1847. Under the leadership of Bishop Edward C. Malesic, it is the twenty-third largest diocese in the United States. The diocese encompasses the counties of Cuyahoga, Summit, Lorain, Lake, Geauga, Medina, Wayne, and Ashland. There are more than 692,000 Catholics in the Diocese, and its Catholic Charities Corporation is one of the largest diocesan systems of social services in the world. There are 185 parishes, 107 Catholic schools, 1 pastoral center, 40 catholic cemeteries, and 1 mission office within the diocese. The cathedral is the Cathedral of St. John the Evangelist, located in downtown Cleveland.

Job Summary/Description:

Position Title: Executive Director of Human Resources

Reports To: Chief Financial Officer

The Executive Director of Human Resources is responsible for ensuring the execution of all areas of human resources (HR) strategy and tactics, policies, and procedures.

A primary objective of this role is to support the activities and initiatives of the Bishop of Cleveland, Moderator of the Curia, Chief Financial Officer (CFO), and other senior staff, as well as to provide consultation across all Diocesan entities. As a key member of the leadership team of the Diocese, the candidate works collaboratively to align HR strategic goals and objectives with the current and future needs of the Diocese.

Responsibilities:

Strategic and operational management of the Diocesan Human Resources Department located at Cathedral Square. Duties and responsibilities include:

- **Supervise Human Resources Personnel:** This position reports to the Chief Financial Officer, is a member of the Bishop's senior staff, and is managed and supported by three human resource managers and four employee benefits clerical staff.
- **Strategic Planning:** Develop and implement human resource strategies aligned with the mission and values of the Roman Catholic Church and the Diocese.
- **Recruitment and Staffing:** Lead (or consult on) the recruitment and hiring process for religious and lay employees, ensuring compliance with Church norms and legal requirements. Conduct reference and criminal background checks on candidates in accordance with local laws. Conduct and/or lead onboarding/orientation process.
- **Employee Relations:** Foster a positive work environment through effective employee relations, conflict resolution, and various pastoral care initiatives in conjunction with appropriate staff. Periodic review and modification of diocesan job descriptions. Create new and/or modify existing HR policies, as required. Develop and maintain the Diocesan Uniform Code of Personnel Practices Handbook, Parish Employer Handbook, and other applicable publications, brochures, etc. as necessary. Communicate critical human resources matters across the Diocese.
- **Compensation:** Conduct periodic reviews of compensation to ensure that updated data is considered as it relates to the local market, other not-for-profit employers, and the local economy. Maintain an awareness of positions that may be changing or make recommendations for changes to maintain a fair and just compensation strategy.
- **Benefits Administration:** Administer and oversee Employee Benefits Department and programs for over 5,000 enrollees, including managing the annual health plan renewal and open enrollment process. Other responsibilities include oversight and direction of the defined benefit plan (pension) and defined contribution (403(b)) plans, and other benefits (the self-insured group life and disability plans) consistent with Church doctrine, plan documents, and regulatory requirements. Assist the CFO in strategically recommending enhancements and/or changes to Diocesan benefit plans as needed, supported by the outside consulting firm contracted by the Diocese.
- **Compliance:** Ensure compliance with local, state, and federal employment laws as well as diocesan policies and guidelines. This includes appropriate ACA monitoring and reporting as well as various forms of leave administration.
- **Training and Development:** Coordinate training and development programs to enhance employee skills and competencies, integrating Catholic social teachings and principles into training initiatives where appropriate.
- **Performance Management:** When directed, implement and oversee performance evaluation processes, providing guidance and support to supervisors and employees to enhance performance and professional development.

- **Conflict Resolution:** Handle employee grievances, disputes, and disciplinary matters in accordance with Church doctrine and applicable laws. Consult with diocesan legal office especially where complex situations may arise.
- **Budget Management:** Prepare and manage the human resources budget, ensuring efficient use of resources and adherence to financial guidelines.
- **Payroll Administration:** Oversee administration of semi-monthly payroll for the diocesan offices and support the payroll process across all diocesan entities. Collaborating with the Chief Financial Officer, prepare annual payroll budget for diocese. Member of the Diocesan Hiring Committee.
- Other duties as necessary as determined by the Bishop, Moderator of the Curia, and/or CFO.

Qualifications:

- Practicing Catholic with a deep understanding and commitment to Roman Catholic teachings and values.
- Bachelor's degree in Human Resources, Business Administration, or a related field. Master's degree preferred.
- HR certification (e.g., PHR, SPHR, SHRM-CP, SHRM-SCP) highly desirable.
- Minimum of 7-10 years progressive experience in human resources management, including experience in high-level leadership roles.
- Strong knowledge of employment laws, regulations, and best practices.
- Excellent communication, interpersonal, and management/supervisory skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficiency HR software applications, including MS Office suite.
- Experience with design, operation, and maintenance of a comprehensive electronic benefits management system.
- Strong organizational and problem-solving abilities with ability to multi-task.
- Ability to work collaboratively with diverse stakeholders and demonstrate a commitment to servant leadership.
- Sense of stewardship for the human, physical, and financial assets of the organization.

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

Salary: Commensurate with background and experience (\$145,000-\$160,000). Comprehensive benefit program provided by the diocese (details will be furnished to finalist candidates).

Application Deadline: March 31, 2025

(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:

Ken Rowe
Vice President CAO
Catholic Recruiter Associates
KenR@CatholicRecruiter.com

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

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

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