THE DIOCESE OF SPRINGFIELD, MASSACHUSETTS

serving berkshire, franklin, hampden & hampshire counties

HUMAN RESOURCE DIRECTOR

May 23, 2024

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

BACKGROUND

The **Diocese of Springfield, MA** is led by Bishop William D. Byrne and serves Catholics throughout Western Massachusetts, consisting of Berkshire, Franklin, Hampden, and Hampshire counties.

The Diocese was founded on June 17th 1870 by Pope Pius IX making the Diocese of Springfield a suffragan of the Archdiocese of New York.

The Diocese is comprised of 79 parishes and 7 missions with more than 199,289 registered Catholics spread throughout the four western counties of Massachusetts.

Position Summary:

We are seeking a highly qualified Human Resource Director to join the Chancery at the Diocese of Springfield, MA. As a member-by-appointment to the Bishop's cabinet, reporting to the Chief Financial Officer, the HR Director will direct and coordinate all aspects of human resources management for the diocese, including the Catholic school system, the Catholic Communications Corporation, Catholic Charities, Catholic Cemeteries, and will provide consultative personnel services for roughly 90 diocesan parishes and institutions in total, comprising approximately 1,750 full and part-time employees.

Responsibilities:

- **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 Massachusetts state CORI requirements and fingerprinting laws. Conduct and/or lead on-boarding/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 and employee handbook. Create new and/or modify existing HR policies, as required.
- **Performance Management:** When directed, implement and oversee performance evaluation processes, providing guidance and support to supervisors and employees to enhance performance and professional development.
- **Compensation:** 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 employee benefit programs for approximately 650 enrollees, including health insurance, open enrollment, FSA/HSA plans, defined benefit (pension) and defined contribution (403(b)) plans, and other benefits consistent with Church doctrine, plan documents, and regulatory requirements.
- **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.
- **Diversity and Inclusion:** Promote diversity and inclusion initiatives that reflect the universal nature of the Catholic Church and its commitment to social justice.

- **Conflict Resolution:** Handle employee grievances, disputes, and disciplinary matters in accordance with Church doctrine and applicable laws. Consults with diocesan attorney and/or Risk Manager on critical matters, 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 bi-weekly payrolls for various employee sectors. Collaborating with the Chief Financial Officer, prepare annual payroll budget for diocese, and prepare payroll authorization forms. Obtain signatures from department directors and other payroll authorizers where required.

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, preferably in a religious or non-profit organization.
- 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 in HRIS and other HR software applications, including MS Office suite.
- 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.

Salary: Commensurate with background and experience.

Application Deadline: July 31, 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:

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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