



Roman Catholic  
Diocese of Winona-Rochester



# DIRECTOR OF HUMAN RESOURCES

October 9, 2023

CATHOLIC RECRUITER ASSOCIATES

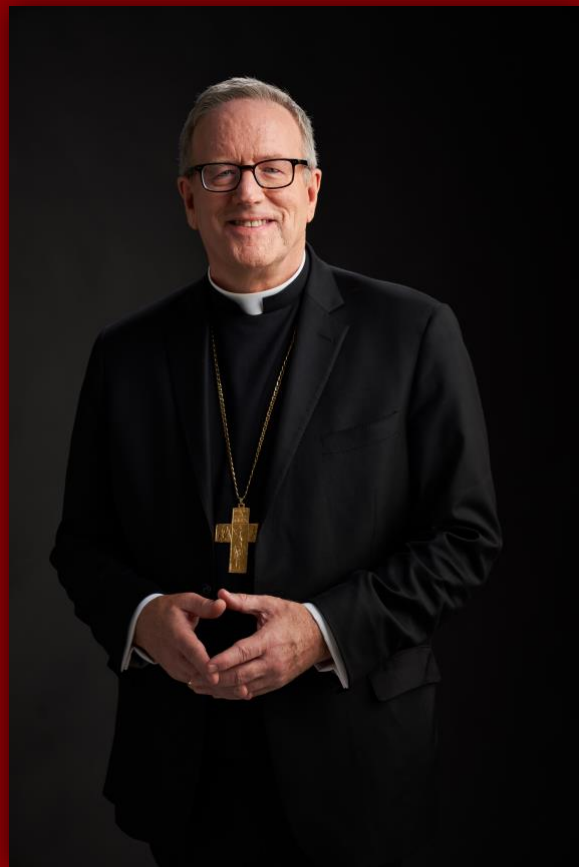
EXECUTIVE SEARCH • MANAGEMENT CONSULTING

# BACKGROUND

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**The Diocese of Winona-Rochester** was established on November 26, 1889, when Pope Leo XIII issued the apostolic constitution which erected the diocese and set its geographical boundaries. The Shepherd of the diocese is the **Most Reverend Robert Barron**. The diocese encompasses the 20 southernmost counties of the state of Minnesota and measures 12,282 square miles of some of the Lord's most beautiful country--bordered by the Mississippi River to the east and the Dakotas to the west. The diocese includes Blue Earth, Cottonwood, Dodge, Faribault, Fillmore, Freeborn, Houston, Jackson, Martin, Mower, Murray, Nobles, Olmsted, Pipestone, Rock, Steele, Wabasha, Waseca, Watonwan, and Winona Counties.

The diocese is home to 107 parishes, four high schools, 30 junior high, elementary or preschools, and Immaculate Heart of Mary Seminary in Winona.



## Job Summary/Description:

The Office of Human Resources supports the Bishop and his mission by providing oversight, development, support, and direct services in the area of Human Resources for the Diocese of Winona-Rochester (approximately 2,000 employees). The Director serves as a resource for parishes, schools, and other affiliated institutions in matters pertaining to employment, compensation, benefits, discipline, terminations, and compliance with state and federal regulations. The incumbent must be a practicing Roman Catholic in good standing with the Roman Catholic Church.

**Reports To:** CFO/COO

**Direct Reports:** Employee Benefits Coordinator

**Location:** Pastoral Center Winona (Moving to Rochester, MN April 2024)

## Essential Duties & Responsibilities:

- Assists the Bishop, Vicar General, and the Moderator of the Curia with correspondence, orientation, education on programs, and concerns relating to human resource issues.
- Researches, evaluates, recommends, and establishes “best practices” employee relations processes/procedures to promote a healthy and productive workplace in Pastoral Center and throughout the diocese.
- Reviews documentation regarding discipline or discharge cases to ensure individuals are treated justly while advising management how best to proceed to address/avoid potential legal implications.
- Develop/maintain up-to-date Position Descriptions, Performance Review Process, Pay Grade System, and other HR Processes for the Pastoral Center.
- Ensure personnel policies and practices are consistent with best practices for recruiting, selecting, orienting, evaluating, training, compensating, and retaining an outstanding work force that is committed to accomplishing the mission of the Diocese of Winona-Rochester.
- Oversees the Benefits Administration of the diocese. Ensures the diocese is in compliance with current benefit laws especially the Affordable Care Act (ACA) and how it interrelates with Church teachings.
- Accountable for HR department budget (approximately \$200,000) and Diocesan Employee Benefits Budget (approximately \$7 million).
- Manages various special programs, projects, and assignments as delegated.
- Temporarily oversees building and grounds, IT Services, and Assoc. Editor/Courier.

## Other Requirements:

Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Catholic Church. Their public behavior must not violate the faith, morals, or laws of the Church or the Diocese. It is expected that all employees respect Catholic doctrine and religious practices.

## Minimum Qualifications:

### Education

- Required: Bachelor's degree in Human Resources or related field.
- Desired: Masters degree.

### Experience

- Required: Minimum 10 years proven success in Human Resources Management.
- Desired: Bi-Cultural Hispanic or Bi-Lingual Spanish.

### Other Required Knowledge, Skills, and Abilities

- Demonstrated superb verbal, written, and interpersonal skills including proven success in utilizing mass media technologies.
- Profess total fidelity to the teachings of the Magisterium of the Church, hold an unquestionable orthodoxy of Faith, Morals, and ecclesiastical discipline. Possess complete loyalty to our Church and Local Ordinary.
- People oriented; is able to work collaboratively well with co-workers.
- Able to respond to and change directions rapidly.

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

**Application Deadline:** December 1, 2023  
*(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  
Senior Director CAO  
Catholic Recruiter Associates  
**[Kenr@CatholicRecruiter.com](mailto:Kenr@CatholicRecruiter.com)**

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

Search managed by:



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