



Director of Human Resources

Christian Union seeks a qualified individual to serve as a Director of Human Resources. The Director plans, directs, and coordinates human resource management activities for Christian Union to ensure the flourishing and development of the ministry's most valuable resource--its employees. Christian Union's team currently consists of 85+ employees in more than 12 states and 10 office locations.

The ideal candidate for the Director of Human Resources will be:

- 1) Spiritually mature
 - Devoted to Jesus Christ
 - Able to sign Christian Union's Statements of Faith and Ethics

- 2) Experienced in human resource management
 - Possess 5-10 years of HR experience
 - Bachelor's degree required; master's degree or HR certification preferred
 - Familiar with HR best practices, especially as they relate to nonprofits
 - Able to train others, especially managers, in HR best practices
 - Able to maintain confidentiality and handle sensitive personnel matters with discretion

- 3) Good fit for organizational culture
 - Personally committed to Christian Union's mission, vision, and values
 - Exhibit exceptional interpersonal skills and able to work collegially and collaboratively with colleagues

Essential Duties & Responsibilities:

- 1) Recruit highly qualified candidates for all open positions
- 2) Manage all aspects of hiring and onboarding processes
- 3) Implement, manage, evaluate, and improve multi-year employee training
- 4) Analyze and modify compensation and benefits policies to establish competitive programs

- 5) Administer benefit programs and negotiation of yearly renewal contracts with professional employer organization (PEO)
- 6) Oversee semi-monthly payroll process, ensuring its accuracy and timeliness
- 7) Manage performance review process, ensuring that all managers are well trained to give feedback to their team members
- 8) Manage disciplinary and termination processes, ensuring compliance with internal processes, best practices, and legal requirements
- 9) Serve as a link between employees and Christian Union leadership by handling questions, interpreting policies, and helping to resolve conflicts
- 10) Advise and train managers on HR matters, including legal compliance
- 11) Oversee leave policies and tracking of all kinds of paid and unpaid leave
- 12) Administer annual employee satisfaction survey and recommend steps to improve engagement and morale
- 13) Supervise and coordinate work activities of headquarters office staff
- 14) Research and secure insurance needs of the organization including D&O insurance, life insurance, health insurance, property, employee, car rental and all other insurance need
- 15) Represent HR concerns and evaluations to the Christian Union Executive Team and Board of Trustees upon request
- 16) Oversee annual employee handbook sign off
- 17) Propose new policies as needed to executive team, utilizing input of internal HR team
- 18) Plan and oversee execution of annual Summer Conference for all employees

Job Details:

Status and Hours: This is a full-time, salaried, exempt position of 40-50 hours per week with occasional weekend or evening responsibilities.

Travel: One or two days per month unless attendance required at a conference.

Compensation: Salary and benefits commensurate with experience and competitive with other non-profits.

Reporting: The Director of Human Resources reports to the Chief Operating Officer

Location: Christian Union administrative office in Princeton, NJ or remote location.

Start Date: Immediately

To apply, please send a resume and cover letter to opportunities@christianunion.org