Executive Director of Human Resources

Are you an experienced HR professional looking for a rewarding career with a great company culture that supports true work-life balance? If this sounds like the opportunity you have been looking for, we invite you to apply for our Executive Director of Human Resources (EDHR) position at the Diocese of Burlington.

The EDHR position offers a competitive salary, paid leave time, and a generous benefits package including medical, dental, and vision insurance, short- and long-term disability insurance, 403(b) retirement plan, and life insurance.

POSITION SUMMARY:

The EDHR is responsible for the development and execution of the human resource approach that supports the organizational business plan and strategy. The EDHR promotes and safeguards the mission of the Diocese of Burlington and exercises authority as delegated by the Bishop. The EDHR is responsible for overseeing the Human Resources office and all of its functions, including recruitment, orientation, training, benefits management, succession planning, compensation, employee recognition and morale, compliance with state and federal labor laws, staff terminations, conflict resolution and incident documentation. The EDHR will provide strategic leadership and will communicate all HR needs and updates to the executive leadership team.

REQUIREMENTS:

Education and Experience

• A BS/BA degree from an accredited college/university; master’s degree in human resources or related field preferred.
• A minimum of 10 years of HR experience, with at least three years of executive HR experience.
• SHRM Senior Certified Professional (SHRM-SCP) or HRCI Senior Professional in HR (SPHR) certification preferred.

Skills and Abilities

• Excellent verbal and written communication skills.
• Excellent interpersonal and conflict resolution skills.
• Excellent organizational skills and attention to detail.
• Strong analytical and problem-solving skills.
• Strong supervisory and leadership skills.
• Thorough knowledge of employment-related laws and regulations.
• Knowledge of and experience with varied human resource information systems.
• Proficient with Microsoft Office Suite or related software.

BENEFITS:

• A flexible 3/2 work from home hybrid schedule
• Summer hours with ½ day on Fridays
• Paid parental leave.
• 4 weeks’ paid vacation leave annually.
• 7 days paid discretionary leave annually.
• Eligible for medical, dental, and vision insurance with affordable employee premiums
• Employer paid STD/LTD and life insurance
• 403(b) employer contribution according to schedule

RESPONSIBILITIES:

• Develop HR strategy that supports the overall business goals of the diocese.
• Serve as an advisor to the Bishop, Vicar General/Moderator of the Curia and executive leadership around key organization or management issues.
• Strategically plan human resource strategies in support of organizational mission, vision, goals, and objectives for all diocesan entities and locations.
• Partner with executive leadership to monitor and further define the culture based on Catholic teaching, focused on promoting an empowered and engaged workforce, delivering results, and fostering positive staff morale.
• Develop a strong succession plan for meeting the needs of the diocese in a timely fashion.
• Evaluate and make recommendations on comprehensive compensation and benefits plans that are fiscally responsible for the diocese and meeting the needs of the employees.
• Provide overall leadership and guidance to the HR department in the areas of recruiting, career development, succession planning, retention, training, compensation, and benefits.
• Consults and advises leadership across the diocese on highly confidential and complex human resources and employee relations issues.
• Accountable to execute day-to-day HR activities.
• Oversee the administrative support of the Priests’ Benefit Fund.
• Directs short- and long-term departmental planning.
• Provides direction to leadership on performance appraisals, hiring, coaching, and counseling, career development conversations and disciplinary actions, as needed.
• Ensures new hires understand the Catholic Church mission, structure, values, principles, and teachings through onboarding.
• Establishes an effective approach to employee relations including staff communications, employee engagement, conflict resolution, recognition, and employee feedback.
• Identifies best practices for accountability and appropriate reporting metrics that support goals and objectives.

Interested candidates should submit a resume and cover letter to mfoster@vermontcatholic.org.