



Director of Human Resources
PENSION FUND OF THE CHRISTIAN CHURCH
*Join our Team to Ensure the Growth of \$3.6 Billion in Assets
and Serve our 14,000+ Members who Serve Others*

Pension Fund of the Christian Church is seeking an entrepreneurial and mission-minded team member to join our team as **Director of Human Resources**. For the right candidate, this position will create the opportunity to work in a personally fulfilling environment while being part of a purpose-driven organization that works to secure the financial futures of our 14,000+ members.

BACKGROUND

Pension Fund currently has assets in excess of \$3.6 Billion. In service to our members, Pension Fund partners with employers to:

- Offer financially secure retirement savings options and education for pastors and lay employees of the Stone-Campbell movement, including financial support of surviving family members and provisions for those who become disabled;
- Invest and prudently manage the resources of our members - maximizing returns, minimizing costs and assuming the burden of market risk;
- Engage members with compassionate care and personalized attention;
- Steward the assets and programs of Ministerial Relief and Assistance; and
- Utilize current and compliant processes.

Our products include a defined benefit pension with death and disability benefits; a 403b tax-deferred account (TD); Roth IRA; Traditional IRA; Benefit Accumulation Account (BA) (similar to a money market account); and Medicare Supplemental plans. We are one of more than 70 IRS approved non-bank trustees in the US.

Pension Fund members are part of the Stone-Campbell movement, including but not limited to the Christian Church (Disciples of Christ), Christian Churches and Church of Christ, Church of Christ / Disciples of Christ International, and Churches of Christ (acapella) in the United States. We operate a Retirement Contribution Account (RCA) plan in Canada and a Pension Plan in Puerto Rico.

APPROACH

Every day when they wake up, our ideal candidate will be inspired to be part of a customer-focused, entrepreneurial, and results-driven team. They will find inspiration in the hard work our organization does to ensure financially secure retirement plans for our members in congregations, the international mission field, institutions of higher education, benevolent care facilities, and other expressions of the movement.

Primarily, this individual will focus on providing strategic thought in his/her oversight of human resources related to developing and recommending policy and procedures, overseeing payroll and benefits, and executing the organization's learning and development plan. The Director of Human Resources plays a key role as a member of the Senior Vice President for Operations leadership team.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Strategic Thought Leader:

- Collaborates with senior leadership to understand the goals and strategy of the organization, related to staffing, recruiting, retention, and training.
- Serves as the Human Resources Representative on the Pro Reconciliation/Anti-Racism Team, which leads trainings and works with our external consultant for matters of Diversity, Equity, and Inclusion.
- Provides strategic thought and coordination to our employee performance monitoring processes.
- Conducts research and analysis for senior leaders as requested.

Talent Recruitment and Hiring:

- Develops and executes best practices for hiring and talent management working with the SVP of Operations & the President / CEO.
- Manages recruitment process and on-boarding for all new hires in coordination with the hiring supervisor and Payroll Specialist.
- Maintains and update as needed job descriptions for current employees (55).
- Recruit diverse candidate pools and coordinates the work of our hiring teams.

Personnel Policies and Practices:

- Oversees policies, processes, training, and initiatives to support the organization's human resource compliance and strategy needs.
- Works with the SVP of Operations and the President / CEO to interpret consistently and fairly the employee handbook.
- Maintains the employee handbook, ensuring that it is up to date on policies and legal requirements.
- Administers human resource programs including, but not limited to, compensation, benefits and leave; disciplinary matters; disputes and investigations; performance and talent management; recognition; occupational health and safety; and learning and development.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Maintains and communicates changes in policy, practice, and resources to Senior Leadership and staff using PowerDMS.
- Oversees unemployment and the verification of employment process to ensure the security of employee data.
- Maintains confidential records of all staff including payroll information.

Employee Learning and Development:

- Develops and facilitates ongoing learning and development programs for new and current staff regarding PFCC software systems, policies, and procedures.
- Nurture a positive culture, particular with regard to remote work.
- Manages and provides reporting for BizLibrary.
- Participates in companywide projects to support the development and training of staff regarding new products, software updates, new programs etc.
- Coordinates trainings on behalf of the Pro-Reconciliation / Anti-Racism team.

Coordination of Employee Benefits:

- Serves as the point of contact with external vendors that provide benefits to Pension Fund employees.
- Leads open enrollment by partnering with insurance advisors and President / CEO to ensure thorough communication efforts are delivered to employees regarding benefits and changes to insurance.
- Oversees compliance with benefit policies based on anniversary dates, age of children, etc.

General:

- Participates in departmental and other leadership meetings.
- Develops and manages the departmental budget.

Supervisory Responsibilities:

- Coordinates and works closely with the Payroll Specialist.
- Validates payroll and benefit changes.

Qualifications:

- Excellent communication, presentation, and relational skills.
- Organizational and interpersonal skills are essential.
- Strong analytical and problem-solving skills
- Thorough knowledge of employment-related laws and regulations
- Knowledge of operations and process management practices.
- Excellent time management skills with a proven ability to meet deadlines.

Educational/Experience Requirements:

- Bachelor's degree in Human Resources or related field required.
- At least five years of human resource management experience.
- SHRM certification is preferred.
- Master's degree in Human Resources or related field preferred.

Salary & Benefits

- 14% of salary contributed to the pension plan;
- Full family coverage for health, vision, and dental;
- Two times annual salary in our group term life policy;
- Full vacation benefits;
- A matching tax deferred retirement account;
- Educational assistance up to the maximum allowed by the IRS as nontaxable income; and,
- A family-oriented office environment with flexible work schedules.

Interested and qualified candidates should submit a resume and cover letter to Sharon Coleman, Senior Vice President of Operations scoleman@pensionfund.org. Candidates will be reviewed on a rolling basis and applications will remain open until the position is filled.

Pension Fund does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, handicap, age, sexual orientation, status as a parent, or any other characteristic protected by law.