



The Episcopal Diocese of New York

Title: Human Resources Manager

Reports to: Chief Finance & Operations Officer

Classification: Exempt

Salary Range: \$95,000 - \$105,000

About The Diocese:

The Episcopal Diocese of New York encompasses 190 congregations, chaplaincies, and schools in Manhattan, the Bronx, and Staten Island, and in the New York counties of Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, and Westchester. The Diocese is committed to renewing our churches and to participating in the healing of the world.

Summary:

The Human Resources Manager plays a central role in supporting the mission, values, and people of the Diocese. This position oversees all HR functions—including recruitment, employee relations, performance management, compliance, and organizational culture—while ensuring that policies and practices reflect our culture and values.

Essential Functions:

Talent Acquisition & Onboarding

- Lead recruitment efforts to attract mission-aligned candidates.
- Develop job postings, screen applicants, and coordinate interviews.
- Oversee onboarding processes that integrate new employees into both the organization and culture.

Employee Relations & Culture

- Foster a positive, inclusive, and spiritually grounded work environment.
- Guide staff and leadership on HR policies, conflict resolution, and performance concerns.
- Support initiatives that strengthen organizational culture, spiritual formation, and team cohesion.

Performance Management

- Implement and maintain performance evaluation systems.
- Coach managers on goalsetting, feedback, and employee development.
- Support leadership in identifying training needs and professional development opportunities.

Compliance & Policy Management

- Ensure compliance with federal, state, and local employment laws.
- Maintain and update employee handbooks, HR policies, and procedures.
- Oversee documentation, personnel files, and HR reporting.

Payroll

- Partner with Finance, Benefits Administration and supervise outsourced Payroll staff to ensure accurate employee data, salary changes, and deductions. Become Diocesan expert on unique features and tax implications of clergy compensation.
- Track employment changes, including new hires, terminations, and status updates
- Partner with 3rd party payroll vendor as needed to support individual congregations' payroll

Diocesan Context Responsibilities

- Work collaboratively with diocesan leadership in a church governance environment
- Understand and respect the pastoral and mission-driven nature of Diocesan work
- Support special projects and Diocesan-wide initiatives as needed

Organizational Support

- Partner with leadership on strategic planning related to staffing, culture, and organizational growth.
- Participate in leadership meetings and contribute to mission-driven decision-making relating to People & Culture.
- Uphold and model the organization's values in all HR practices.

Supervisory Responsibilities:

- **Outsourced payroll consultant**

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, Organizational Development, or related field.
- 3–5 years of HR experience, preferably in a nonprofit or mission-driven environment.
- Strong understanding of HR best practices, employment law, and compliance.
- Excellent interpersonal, communication, and conflict resolution skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Commitment to the organization's values.

Preferred

- HR certification (PHR, SPHR, SHRMCP, SHRMSCP).
- Awareness of clergy compensation and tax implications.
- Experience working in a faith-based or ministry setting.
- Familiarity with volunteer management and nonprofit HR structures.

Knowledge and Skills:

- Demonstrates integrity, humility, and a service-oriented mindset.
- Approaches challenges with wisdom, empathy, and professionalism.
- Strong organizational and problem-solving abilities.

To Apply: Please send resume and cover letter to jobs@dioceseny.org and write Human Resources Manager in the subject line.

***** This job description provides an overview of the primary responsibilities and essential functions of the role. It is not an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Responsibilities, duties, and activities may be subject to change at any time, with or without notice, to meet the evolving needs of the organization. *****