Employment Opportunity

Position Title: Director of Operations and Human Resources
Reports to: Chief of Finance and Operations
Exemption status: Exempt

About The Diocese
The Episcopal Diocese of New York (www.dioceseny.org) encompasses 190 worshipping communities in the boroughs of Manhattan, the Bronx, and Staten Island in New York City; and the New York counties of Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, and Westchester. The Diocese has approximately 50,000 members.

The Diocese of New York is one of more than 100 dioceses in the 1.6-million-member U.S.-wide Episcopal Church, which is itself a constituent member of the approximately 77 million members worldwide Anglican Communion.

Job Summary
The Director of Operations and Human Resources is responsible for the oversight and daily operations of three key areas- Operations, Human Resources, and Information Technology (IT). Direct reports will include the Office Manager, the HR Coordinator/Administrative Assistant, the Archivist, IT Personnel, and the Benefits Coordinator. This role will report to and work collaboratively with the Chief of Finance and Operations.

The Director of Operations and Human Resources must be able to prioritize and multi-task, be self-directed, proactive and deadline oriented. The ideal candidate also needs to be flexible and able to quickly adapt to changes in circumstances and operational needs that may occur. They must possess strong managerial, supervisory and leadership skills, organizational skills, analytical skills, problem-solving skills, oral and written communication skills, and project management skills.

While the Director of Operations and Human Resources need not be a member of the Episcopal Church, they should have the skills and personal qualities needed to maintain rigorous standards in a spirit of sympathy with and understanding of the diocese’s values and distinctive organizational culture.

This is not a remote or hybrid position and the Director of Operations and Human Resources will work onsite in the Diocesan office located in NYC.

Operations Key Responsibilities (40%):
• Develop, communicate, implement and revise operational policies and guidelines for the Diocese with a goal to drive efficiency/improve business practices
• Collaborate with executive leadership and others to define the Diocese’s long-term mission and goals
• Liaise with department heads to develop plans and ensure operational compliance while meeting the needs of the Diocese
• Oversee Office Services and Archivist functions

Human Resources Key Responsibilities (40%):
• Develop and oversee the implementation of legally compliant human resources policies and best practices
• Oversee daily workflow of the Human Resources department and benefits
• Plan, lead, develop, coordinate, and implements processes, trainings, and HR initiatives
• Lead full cycle recruiting efforts including identifying staffing needs and succession planning
• Participate in training and orienting new hires
• Maintain knowledge of best practices, regulatory changes, and new technologies in human resources, talent management, end employment law including federal, state, and local legal requirements
• Supervise the HR Coordinator/Administrative Assistant and the Benefits Coordinator

IT/Cybersecurity Key Responsibilities (20%):
• Responsible for the oversight and supervision of the IT personnel
• Oversee the development and implementation of legally compliant policies and best practices relating to IT and Cybersecurity
• Collaborate with IT personnel to identify network risks and vulnerabilities and coordinate timely solutions

Education and Experience
• Bachelors’ degree from an accredited college or university and 10+ years of experience in Operations Management required
• Management level human resources experience and SHRM-Senior Certified Professional (SHRM-SCP) Certification or Senior Professional in Human Resources (SPHR) preferred
• Master’s degree preferred.
• Non-profit experience preferred.
Required Competencies:

- Must demonstrate leadership skills that allow them to work in a collegial and effective way with all levels in the organization
- Excellent interpersonal and negotiation skills
- Excellent verbal and written communication skills
- Strong supervisory and leadership skills
- Ability to adapt to the needs of the organization and employees
- Ability to prioritize tasks and delegate when appropriate
- Thorough knowledge of FLSA, FMLA, OSHA, Worker’s Compensation and other employment related laws and regulations
- Proficient in Microsoft Office
- Knowledge or experience with ADP or the ability to quickly learn

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties and responsibilities of this position may change at any time with or without notice.

This is a full-time position. Days and hours of work are generally the Diocese’s regular business hours (Monday-Friday, 9am-5pm) and may require longer hours and occasional weekend work.

Disclaimer:

All employees and applicants for employment with The Episcopal Diocese of New York will be required to provide proof of full vaccination status as a condition of employment. Reasonable accommodations will be granted as required by applicable law.

To apply for this position please submit your resume and cover letter to: Jobs@Dioceseny.org
Please place “Director of Operations and Human Resources” in the Subject Line of your email.

Episcopal Diocese of NY provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.