

# Diocese of Nashville

<https://dioceseofnashville.com/job/director-of-human-resources/>

## Director of Human Resources

### Description

The Catholic Diocese of Richmond is seeking a Director of Human Resources.

The Director of Human Resources, under the direction of the Human Resources Officer, is responsible for overall Human Resource compliance and personnel administration for the Catholic Diocese of Richmond supporting its approximately 2,700 employees. The Director functions primarily as a consultant with pastors, principals, and business managers, and actively supports the mission of the office, to ensure compliance with federal, state, and local laws and regulations, as well as Diocesan policies and procedures. The position acts as a back up to the HR Officer and supports the office in all areas of Human Resources.

Qualifications: A minimum of a bachelor's degree in Human Resources or a related field and 7+ years' experience as a human resources manager, preferably in nonprofit environment. Master's degree preferred. Active certification as either a PHR/SPHR or SHRM-CP/SHRM-SCP is strongly desired. The selected candidate must bring credibility and integrity to the human resources function. Required skills include impeccable communication, strong leadership, facilitation, planning and organizing skills and pastoral sensitivity. Ability to maintain confidentiality and have a working knowledge of MS Office, technical HRIS experience, an understanding of the hierarchy of the Catholic Church and its teaching, the ability to resolve problems and analyze data/metrics and be able to multi-task, prioritize and meet deadlines is critical. Status as a Catholic in Good Standing is helpful but not required.

This position is a full-time position with some evening and weekend work. Frequent day travel and occasional overnight travel are required.

### Hiring organization

The Catholic Diocese of Richmond  
(VA)

### Job Location

Richmond, VA

### Date posted

March 25, 2022

Interested candidates should please send a cover letter, resume, and completed Diocesan Application (<https://richmonddiocese.org/wp-content/uploads/2015/10/CDR-Application-For-Employment-11-17-16.docx>) to Kelly Shumate, HR Coordinator, at [jobs@richmonddiocese.org](mailto:jobs@richmonddiocese.org)