

Diocese of Nashville

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

Director of Human Resources

Description

The Director of Human Resources – Benefits & Compensation provides leadership for the Diocese's compensation, benefits, and total rewards programs while supporting the broader human resources needs of the Diocese. This position develops and administers competitive and equitable compensation practices, oversees employee benefit programs, ensures compliance with employment laws and regulations, and serves as a trusted resource to diocesan departments, parishes, schools, and affiliated ministries.

Working collaboratively with diocesan leadership, pastors, principals, and business administrators, the Director promotes sound human resources practices that support the Diocese's mission, stewardship of resources, and commitment to serving the Church.

Job Type

Full-time

Essential Responsibilities:

Compensation

- Develop and administer diocesan compensation policies, salary structures, and pay practices.
- Conduct market salary analyses and recommend competitive compensation strategies.
- Review job classifications and position descriptions and provide compensation recommendations for new and existing positions.
- Coordinate annual salary review processes and provide guidance to diocesan leadership, pastors, and principals. Promote internal pay equity and consistency across diocesan operations.
- Collaborate closely with Payroll and Finance to ensure the accurate and timely administration of payroll, compensation, benefits, employee data changes, and related deductions.

Benefits Administration

- Oversee the Diocese's employee benefit programs, including medical, dental, vision, life, disability, retirement, wellness, and leave benefits.
- Coordinate annual open enrollment and employee benefits communications.
- Serve as the primary liaison with benefit brokers, insurance carriers, retirement plan administrators, and third-party vendors.
- Monitor benefit plan performance, utilization, and costs, and recommend improvements.
- Assist employees with benefit questions and complex eligibility or claims issues.

Hiring organization

Diocese of Nashville

Job Location

Nashville, TN

Date posted

July 2, 2026

Valid through

02.10.2026

Interested candidates should submit a resume and application on [Paylocity application here](#).

Human Resources Leadership

- Provide guidance to diocesan departments, parishes, and schools on compensation, benefits, and human resources best practices.
- Support recruitment, onboarding, and employee retention initiatives as needed.
- Assist in the development and implementation of human resources policies and procedures.
- Maintain accurate HR records and reports and support HR information systems.
- Collaborate with Payroll and Finance to ensure accurate administration of employee compensation and benefits.
- Serve as the functional administrator for the Diocese's Human Resources Information System (HRIS), ensuring accurate employee records, compensation, benefits, position management, reporting, and workflow automation.

Compliance

- Ensure compliance with applicable federal and state employment laws and benefit regulations, including wage and hour requirements, ACA, COBRA, HIPAA, FMLA, and ERISA, as applicable.
- Monitor changes in employment legislation and recommend policy updates.
- Coordinate benefit audits and maintain required documentation.

Relationship Management

- Build positive working relationships with clergy, diocesan leadership, pastors, principals, supervisors, and employees. Promote responsive, respectful, and confidential human resources services throughout the Diocese.
- Provide training and education related to compensation, benefits, and HR policies.

Mission & Catholic Identity

The Director of Human Resources – Benefits & Compensation supports the mission of the Catholic Church by providing professional human resources leadership grounded in integrity, respect, service, and responsible stewardship. The Director is expected to uphold the mission, values, and policies of the Diocese and to foster a workplace that reflects Catholic social teaching and the dignity of every person.

Working Conditions

Office environment with periodic travel to diocesan entities, parishes, and schools. Occasional evening or weekend meetings during open enrollment, training sessions, or diocesan events.

Performance Expectations

Success in this position is demonstrated through:

- Effective administration of compensation and employee benefits.

- Strong fiscal stewardship of total rewards programs. Compliance with employment and benefits regulations. High-quality service to diocesan departments, parishes, and schools.

- Collaborative relationships built on professionalism, respect, and the mission of the Diocese.

Requirements

Qualifications:

Education

- Bachelor's degree in Human Resources, Business Administration, Finance, or a related field required.

- Master's degree or professional HR certification preferred.

Experience

- Five to seven years of progressively responsible Human Resources experience with significant responsibility for compensation and benefits administration.

- Experience with Paylocity, or a comparable Human Resources Information System (HRIS) is preferred.

- Supervisory or leadership experience preferred. Experience in a nonprofit, educational, healthcare, or faith-based organization is desirable.

Knowledge, Skills, & Abilities

- Knowledge of compensation administration and employee benefits.

- Understanding of applicable employment laws and HR compliance requirements.

- Strong analytical, organizational, and financial skills. Excellent interpersonal and communication skills.

- Ability to maintain confidentiality and exercise sound judgment. Proficiency with HRIS, payroll, and Microsoft Office applications.

- Ability to work collaboratively with clergy, lay leadership, and employees in a mission-driven environment.

To Apply

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