

## Director, Human Resources

Human Resources (HR)

Position Description

Supervised by: VP & Director of Operations

Supervises: Human Resources Team Members

Status: Full-time / Exempt

Location: InterVarsity's National Service Center – Madison, WI

**To advance the purpose of InterVarsity, this position will** guide and manage the overall provision of Human Resources services, policies, and programs for the entire Fellowship.

### MAJOR RESPONSIBILITIES

#### Personal:

- Be a maturing disciple of Jesus Christ
- Be a lifelong learner who values the discipleship of the mind

#### Leadership:

- Serve as a member of the Operations Ministry Leadership Team and Operations Ministry Core Team
- Ensure that the goals of all reporting areas align with InterVarsity's Purpose Statement, Vision Statement, Core Values, Doctrinal Basis, and Strategic Initiatives
- Listen, learn, and lead in HR-related areas: Staffing, Total Compensation, Staff Relations, HR Technology
- Facilitate a highly effective and unified team that clearly understands its mission and purpose
- Lead implementation of company safety and health programs, including tracking of OSHA-required data
- Serve as a change agent in leading the design, development, and implementation of major Human Resources initiatives

#### Supervision:

- Appoint, supervise, lead and evaluate supervisees
- Empower supervisees to effectively accomplish their responsibilities
- Provide encouragement, accountability, and ongoing feedback on individual performance
- Ensure cross-training for all HR Team functions
- Resolve disputes among supervisees via proactive initiatives, trouble-shooting and mediation
- Foster an environment of spiritual growth

#### Program and Process Oversight:

- Provide oversight for the major functions for which Human Resources is responsible, including:
  - Recruitment and staffing
  - Employee orientation and HR training
  - Compensation and benefits administration
  - Performance management
  - Policy development and documentation
  - Employee safety, welfare, wellness and health
  - Employee services and counseling

#### Administration:

- Acquire and maintain a general knowledge of all areas of InterVarsity's HR programs, policies, and practices
- Develop annual and long-range plans with measurable objectives
- Develop and manage annual budgets in accordance with InterVarsity policies
- Oversee the Fellowship Fund/Adoption Assistance
- Ensure HR policies and procedures are well documented, administered to comply with legal and regulatory requirements, and effectively communicated to staff and staff directors
- Conduct continuing study of all Human Resources policies, programs, and practices; inform leadership of new developments

**Compliance:**

- Work with the General Counsel to ensure organizational compliance with existing governmental reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, Worker's Compensation, and the Occupational Safety and Health Administration (OSHA).
- Work with General Counsel and the Risk Manager to maintain minimal organizational exposure to lawsuits
- Direct the preparation of information requested or required for compliance with employment laws and approve all information submitted
- Serve as the primary contact with General Counsel and outside government agencies
- Protect the interests of staff and the Fellowship in accordance with Human Resources policies and governmental laws and regulations

**Collaboration:**

- Partner effectively with all members of senior leadership, Operations team leaders and other Fellowship leaders as appropriate
- Provide guidance from a national perspective in HR-related policies and procedures
- Encourage the HR Team to provide excellent customer service to all staff and staff directors
- Provide Human Resources training, individually and in groups
- Provide direction, guidance, counsel and assistance to supervisors in dealing with difficult staff relations and decisions; provide mediation within range of expertise; arrange for a professional mediator for more difficult situations

**Fund Development:**

- Develop a team of prayer and financial support
- Raise an agreed-upon amount of personal financial support
- Nurture donor and prayer partner relationships through visits, phone calls, and regular prayer letters
- Communicate regularly with HR staff concerning their fund development responsibilities

**QUALIFICATIONS**

- Annually affirm InterVarsity's Statement of Faith
- Bachelor's degree required – with business, Human Resources or Management emphasis, preferred
- Previous campus ministry involvement preferred
- Professional Human Resources certification preferred
- Human Resources management required, with 10 to 15 years of management experience preferred
- Experience in the administration of benefits and compensation programs and other Human Resources programs
- Experience in establishing and managing diversity programs, benchmarking, and training
- Experience in conflict resolution and mediation
- Excellent oral and written communication skills
- Ability to handle all matters in a confidential manner
- Demonstrated ability and commitment to work in a diverse team environment
- Ability to work effectively with staff throughout the organization
- A working knowledge of Microsoft applications (Word, Excel, Outlook, Access and PowerPoint) is preferred
- Commitment to continued professional growth, acquired through publications, seminars, and conferences

# Director, Human Resources InterVarsity Christian Fellowship/USA

## Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

*In response to God's love, grace and truth:*  
The purpose of InterVarsity Christian Fellowship/USA is  
to establish and advance at colleges and universities  
witnessing communities of students and faculty  
who follow Jesus as Savior and Lord:  
growing in love for God,  
God's Word,  
God's people of every ethnicity and culture  
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

### Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

### Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

### Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)