

Human Resources Director

Department	Human Resources
Location	Remote
Reports to	President/CEO

Position Overview

We are seeking an experienced and strategic Human Resources Director who will be responsible for leading and overseeing all aspects of the Human Resources function at Reliant Mission. This role includes contributing to organizational strategy, developing and implementing HR strategies and initiatives aligned with the overall organizational strategy, managing the HR team, and ensuring compliance with employment laws and regulations.

Key Responsibilities

- Play a leadership role in fostering a positive workplace culture for the Central (headquarters) team that supports Reliant's mission, vision, and values
- Develop and monitor overall HR strategies, systems, tactics, and procedures across the organization
- Advise and support the President/CEO and Strategy Team on HR-related matters
- Serve as a trusted advisor to ministry partners on HR issues
- Develop and implement employee engagement initiatives to enhance job satisfaction and retention
- Oversee training materials and systems designed to equip staff on the detection, prevention, and reporting of misconduct, abuse, and harassment
- Manage competitive compensation and benefits programs
- Manage performance management system to drive high performance and engagement
- Bridge leadership and employee relations by addressing concerns, grievances, or other issues
- Keep abreast of employment laws and regulations and how they apply to religious workplaces
- Oversee the recruitment, selection, and onboarding process for the Central team to attract and retain high-quality staff
- Partner with Central leaders in assessing training and development needs and delivering training to address skills gaps
- Lead HR special projects (e.g., compensation reviews)

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred
- Professional HR certification (e.g., SHRM-CP, SHRM-SCP, PHR, SPHR) preferred
- Minimum of 7-10 years of progressive HR experience, with at least 3 years in a leadership role
- Experience working in a nonprofit and religious organization is highly desirable
- Excellent leadership, communication, and interpersonal skills

- Excellent knowledge of reporting procedures, documentation, and record-keeping
- Ability to conduct impartial investigations and make fact-based decisions
- Ability to discuss sensitive or confidential topics with subordinates, superiors, and ministry partners
- Ability to read, understand, interpret, and apply job-related material such as federal, state, and local employment laws, regulations, and policies
- Proven ability to manage multiple priorities and projects in a fast-paced environment
- Proficiency in HRIS and other HR software applications

Work Environment

This job is fully remote but will require occasional travel to locations (typically Orlando, Florida) for in-person meetings.

Key Competencies

- Strategic Thinking
- Leadership
- Decision Making
- Communication Proficiency
- Ethical Conduct
- Time Management
- Problem Solving/Analysis

All Reliant Central Employees must

1. Have a profession of faith in Jesus Christ.
2. Affirm Reliant's [Statement of Faith](#) and [Values](#).
3. Agree with Reliant's [Code of Conduct](#).

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.