



JOB DESCRIPTION

Job Title: Human Resources Director
Reports To: SVP Chief Financial Officer
Region: Ops and Admin
Full-time or Part-time: Full-time
Supervisory (# of staff supervised): 2

ESSENTIAL PREREQUISITES FOR ALL STAFF MEMBERS

Because World Impact is a Christian missions organization with a written doctrinal statement, World Impact reserves the right to employ only people who are born-again believers in the Lord Jesus Christ as their personal Savior, and who are in full accord with our ministry's doctrinal statement. Service is at the will of either the staff member or missionary, or World Impact. This means that the staff may quit at any time with or without notice and World Impact may terminate the service agreement at any time with or without notice. There is no promise that service will continue for a set period of time. Nor is there a promise that service will be terminated only under particular circumstances. No one has the authority to make representations inconsistent with this policy. This policy supersedes all written and oral representations that are in any way inconsistent with it. World Impact, Inc. retains the discretionary right to terminate any staff member, including missionaries, at any time and for any reason deemed to be in the best interests of the ministry. These policies do not constitute a contract, expressed or implied, to continued employment, and said policies do not alter the status of any at-will service member under the laws of the state.

Education:

- Bachelor's degree

Job Summary:

Key performance objectives in order of priority with projected time allocation are:

1. Oversight of Human Resources, including personnel issues, payroll, benefits, legal compliance, and policies and procedures. 70%
2. Manage external contracts for payroll and insurance, and internal programs for employee benefits, like Housing Allowance and Taxable Fringe Benefits. 20%
3. Complete special projects, and correspondence outside of primary duties. 10%

Qualifications & Expectations:

CORE COMPETENCY

1. **Mission Driven:** Demonstrates commitment to the mission of World Impact as a whole and is aligned with organizational values
2. **Collaboration:** Helps colleagues as needed, views responsibilities as shared
3. **Adaptability:** Adapts and responds to change effectively; proactively seeks opportunities to be supportive of change and serve our mission
4. **Communication:** Uses effective written and oral communication with internal staff, teams, and community served; demonstrates empathy and listening
5. **Ownership:** Effectively manages own work, and work of teams when relevant, ensuring delivery of high-quality work
6. **Expertise in area of focus:** Has skills and expertise in area of technical or functional expertise

LEADERSHIP COMPETENCY

1. **Initiative & Results Driven:** Makes and executes strategic plans to enhance intended impact, adjusting course as needed
2. **Strategic Thinking:** Considers the future of World Impact proactively and responsively; weighs diverse inputs to inform strategies; identifies innovative opportunities when relevant
3. **Develops & Motivates:** Motivates others and supports their development through strong coaching and mentoring
4. **Emotional Awareness:** Understands own emotions and others', and responds with empathy
5. **Organization & Systems:** Has a robust understanding of the community served and the landscape in which the organization operates, and actively applies that knowledge

Physical Requirements:

- Sedentary Work. While performing the duties of this job, employees are regularly required to sit, walk and stand; talk and hear, both in person and by telephone; use close, distance, color, and peripheral vision; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; lift minimum 10 pounds.

Essential Duties & Responsibilities:

Interpersonal

- Lead Human Resources team
- Foster positive relationships with other departments, employees and ministry leaders, by offering open communication and assistance
- Maintain relationships with outside vendors

Operational

- Oversee payroll and personnel issues
- Administer contracts for payroll and benefits
- Monitor legal compliance
- Maintain ministry policies and procedures

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

I have read the above job description and I believe I can perform the job.

Staff Person's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____