

Job Title: Director of Human Resources
Reports to: V.P. of Ministry Solutions & Strategic Planning
Location: In Office
Salary Range: \$77,500 - \$90,000
Employment Type: Full-Time, Permanent

About The Great Commission Foundation

We help ministries that have their boots on the ground, those “feet on the street” organizations that meet people where they are—whether on the streets, in shelters, or in neighborhoods—bringing practical help and the hope of the gospel to the nations. Rooted in a Christ-centered mission, we believe unity multiplies impact, empowering ministries to transform lives and strengthen communities in ways none of us could achieve alone.

At The Great Commission, we carry the unseen load—donations, accounting, wages, compliance—so the mission never has to pause. Our ministries carry the gospel. We carry them.

Role

The Director of Human Resources is a strategic and operational leader who oversees all aspects of human resources across Canada and the U.S. First and foremost, this key leader is passionate about strategy, leadership pipeline development and culture formation. He/she has significant experience leading people and strategy with a flexible and discerning understanding of business best practices with a love for Jesus and people. The successful person in this role will be a collaborative, proactive and strategic leader who knows how to use data and strategy to create accessible HR programs that will move our organization forward. This person will both provide the strategic direction and be the primary executor of all HR programs.

Responsibilities

- Ensure the overall HR strategies and initiatives are continually evaluated and strengthened to support our teams, including recruitment, training, compensation, goal setting and performance reviews, employee management, orientation, compliance etc.;
- Oversee the development of people strategies to align initiatives, teams and individual roles within the new organizational vision;
- Create and oversee the organizational leadership pipeline;
- Provide leadership to other senior leaders in areas of role clarity, goal setting, performance management, communication and team building;
- Collaboratively cultivate a culture that is aligned with our organization and includes continual development and learning;
- In partnership, oversee recruitment process for new hires, including interviews, testing & assessments, references and make recommendations to hiring manager on candidate selection;
- Develop proactive recruitment and networking strategy that helps draw in a wider and more diverse range of candidates;
- Develop strategic plans regarding an HRIS and more automated and technologically savvy ways to engage candidates and current employees;

- Oversee and enhance onboarding for new employees;
- Oversee and seek to improve performance review process;
- Partner with managers to ensure all staff have appropriate goals and action plans;
- Design and implement training for employees that supports organizational priorities;
- Provide collaborative leadership to health and safety;
- Conduct role and salary reviews, ensuring internal and external pay equity;
- Guide performance management and employee relations processes and conversations as needed;
- Facilitate process and coaching to ensure development plans are in place for individual employees as needed;
- Ensure The GC meets all legislative requirements and is continually incorporating industry HR best practices;
- Evaluate employee engagement and proactively look for ways to increase engagement;
- Develop systems and processes that ensure current HR practices are efficient - leverage HRIS, automation and social media;
- Maintain professional and technical knowledge competencies through networking, training courses, webinars and professional associations;
- Proactively and collaboratively seek opportunities to make the HR function more effective;
- Collaboratively lead and manage HR and PR crisis situations as needed; and,
- Other responsibilities and tasks as required.

Requirements & Qualifications

- Fully aligned with the mission and vision of The Great Commission Foundation;
- Maintain and model a spiritually thriving relationship with Jesus and a passion for serving the Kingdom of God;
- Strong relational gifting and strategic thinking abilities with a track record of getting things done through direct and indirect influence;
- Proven success in building or scaling HR functions within a small to mid-sized organization;
- Experience working with data driven tools to create effective and measurable outcomes;
- Significant knowledge of effective HR policies, procedures, current legislation and best practices in both Canadian and American work environments;
- Experience building and coaching through a perpetual leadership pipeline an asset;
- Ability to multi-task and work effectively within a fast-paced organization;
- Creative problem solver who can think outside of the box;
- 10+ years of HR experience, including at least 5 years in a senior role; and,
- Must hold a leadership human resource designation.

The Great Commission Foundation is committed to providing accommodations for people with disabilities. If you require accommodation, we will work with you to meet your needs.