



Director of Human Resources



A Compelling Calling

Founded in 1924, Dallas Theological Seminary (DTS) was established with a clear mission:

“to glorify God by equipping godly servant-leaders for the proclamation of His Word and the building up of the body of Christ worldwide.”

Or, more simply, to **teach truth**, and **love well**.

Since that beginning nearly 100 years ago, DTS has welcomed thousands of students into its halls, educating and equipping them with deep knowledge of the Word and a passion for seeing Christ’s kingdom manifest in all corners of the globe through a variety of professions. Among the many distinguished Christian institutions in the nation, DTS feels privileged that God’s direction for the Seminary is to simply teach students the truth of the Bible and trust it to change lives.

Watch the video below to learn more.



66

books of the Bible are taught in every ministry degree program

2,400+

students enrolled at 8 locations and online (more student stats)

16,000+

alumni from over 100 countries serving around the world

70+

denominations represented, adhering to a common faith

THE OPPORTUNITY

Overview

Dallas Theological Seminary (DTS) is seeking a Human Resources Director to provide overall talent strategy, thoughtful leadership, and talent development services for the Seminary’s entire Human Resource organization. Reporting to the Chief Operating Officer, the Director will partner with DTS leadership and manage day-to-day operations of the Human Resource office, including providing HR oversight for their Houston, Washington D.C., and Passion extension sites, and will be responsible for developing, coordinating, and implementing all HR policies and practices. As a committed follower of Christ, the Director will be passionate about the mission and vision of DTS and combine this passion with leadership and innovation for future organizational development and success. The Director will demonstrate and promote the Seminary’s core values and will be able to work effectively in the Dallas community and beyond in support of its objectives.

Responsibilities

- Demonstrate high character, integrity, and humility in alignment with the mission, vision, and core values of Dallas Theological Seminary.
- Manage all areas of the Human Resource operation, including supervising the payroll office and leading a small but dedicated team of HR professionals.
- Partner with Seminary leadership to assess and develop human resource strategies, processes, systems, policies, and practices in support of the Seminary’s long-term objectives.
- Oversee and support the employment lifecycle of the Seminary, including recruitment, onboarding, payroll administration, compensation and benefits management, job process and benefits audits, performance management, employee communications, offboarding, regulatory compliance, and reporting.



THE OPPORTUNITY

Responsibilities (continued)

- Research HR best practices, including within the Christian higher education arena, while considering innovative HR strategies to advance the Seminary's employment brand.
- Stay abreast of, promote knowledge of, and ensure adherence to, current Federal and state laws affecting DTS employment practices with the HR Department and across all Seminary operations.
- Review and regularly update employment policies and practices, including the DTS employee handbook and other management guidelines.
- Lead the recruitment process for full and part-time staff, including sourcing, interviewing, and placing full-time employee applicants.
- Educate campus supervisors on employee procedures and confer regularly with them, ensuring that all DTS managers receive current information related to hiring, transfers, salary structures, and benefits.
- Create and implement training programs and lead seminars as a means of educating the broader Seminary staff on vital policies and practices.
- Foster positive employee relations through the organization of special events such as service awards, Christmas/holiday parties, Breakfast with the President, and other functions.
- Oversee the management of a self-insured medical benefits plan and evaluate and recommend other valuable, attractive, and market-competitive employee benefits plans, as well as some student benefits.
- Establish and manage policies to promote and maintain an equitable pay structure for DTS employees.
- Serve as Pension and Profit Sharing Plan administrator, coordinating retirement and pension participants' payments and profit-sharing disbursements.

THE OPPORTUNITY

Responsibilities (continued)

- Collaborate with Finance and IT to ensure HR processes and systems are effective and that HR functions and employee records are properly recorded and implemented within HR, payroll, accounting, and other campus systems.
- Manage all government reporting and participate in annual membership surveys (CUPA, IPEDS, and ATS) and other appropriate HR best-practices forums.
- Serve as Title IX Co-Coordinator and Investigator.
- Provide timely HR communications including training, benefits updates, events, campus closings, etc. through appropriate communications channels and media.

Candidate Characteristics

- Demonstrates a contagious and consistent walk and witness for Christ.
- Excellent verbal and written communicator with exceptional interpersonal, presentation, and organizational skills.
- Emotionally intelligent with relevant experience cultivating relationships with current and potential employees; adept at fostering a supportive, team-oriented department.
- Demonstrates tact, discretion, and care in all communication; possesses a high comfort-level with maintaining confidential information.
- Possesses a passionate commitment to the Seminary's mission, agreement to the school's beliefs, and adherence to its community covenants.
(www.dts.edu/about/doctrinalstatement)

THE OPPORTUNITY

Qualifications

- Bachelor's degree in a relevant field; Master's degree in Human Resources and PHR-SPHR or other HR certifications preferred.
- At least seven-to-ten years of experience working as an HR generalist, and at least two-to-three years in HR leadership, preferably in Christian higher education.
- Demonstrated experience in successful leadership of an HR team and HR office setting, payroll administration, policies and procedures, management coaching in employee relations, recruiting, compensation and benefits, and HR automation.
- Experience in HR Information Systems (HRIS) or HR functional automation assessment; system selection and implementation also desirable.
- Previous leadership experience in an HR business partnership role supporting organizational leadership, staff, and faculty desirable.

*For more information or
to apply for this position, please contact:*

*Greg Barnes, Vice Chairman and President,
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