Park Cities Presbyterian Church exists to extend the transforming presence of the Kingdom of the Lord Jesus Christ in Dallas and to the world.

PCPC's Mission Statement

Job Title: **Director of Human Resources** **Department:** **Human Resources**
Name: **OPEN** **Job Family:** **Director**
Date: **October 7, 2026**
Supervisor: **Senior Director of Culture & Staff Development**

This is a regular, full-time, exempt position based on 40 hours a week. It is primarily an onsite, in-person role and is eligible for benefits and paid time off (PTO).

Position Summary

The Director of Human Resources provides leadership and operational oversight for Human Resources, payroll, benefits administration, compliance, workforce planning, HR systems, and staff-related processes at PCPC. This role partners closely with the Senior Director of Culture & Staff Development and organizational leadership to strengthen people practices, support operational excellence, and cultivate a positive staff experience that reflects and advances the mission and ministry of PCPC.

Essential Responsibilities

HR Leadership

- Partner with leadership to implement workforce strategies that support ministry objectives and organizational effectiveness.
- Provide expertise and recommendations related to compensation, benefits, payroll, compliance, employee relations, and workforce planning.
- Provide leadership and oversight for recruitment, onboarding, workforce planning, and talent acquisition strategies to attract and retain high-quality staff.
- Lead and oversee PCPC's performance management process, including performance reviews, development planning, goal-setting practices, and leader support to promote employee growth, accountability, and ministry effectiveness.
- Support budgeting, compensation planning, staffing analysis, and organizational initiatives.
- Partner with leadership to foster employee engagement, staff well-being and positive staff experience.
- Support leadership development and succession planning efforts that strengthen organizational sustainability and ministry continuity.

Human Resources Operations

- Lead and develop Human Resources, Payroll, and Benefits team members through goal setting, coaching, performance management, and professional development.
- Establish departmental priorities, service standards, and operational processes that promote excellence, responsiveness, and accountability.
- Ensure key HR, payroll, and benefits functions are documented, cross-trained, and sustainable.

Payroll, Benefits, & Compensation

- Oversee payroll administration, employee benefits programs, compensation processes, and vendor relationships.
- Ensure payroll and benefits operations are administered accurately, timely, and in compliance with applicable policies, regulations, and PCPC standards.
- Conduct compensation analyses—including market benchmarking, internal equity reviews, and pay-structure assessments—and provide data-informed recommendations that support competitive, equitable, and financially responsible compensation decisions.
- Support annual benefits planning, open enrollment, and employee communications.

Compliance, Policy & Risk Management

- Ensure compliance with employment, payroll, tax, benefits, and privacy regulations.
- Develop, implement, and maintain Human Resources policies, procedures, and practices that support legal compliance, organization effectiveness, and ministry values.
- Support policy implementation, risk mitigation, and leadership guidance related to employment practices, compliance obligations, and organizational accountability.
- Maintain effective HR policies, procedures, internal controls, audits, and reporting practices.
- Partner with leadership to address employee relations matters and organizational risk concerns.

HR Systems, Reporting & Analytics

- Oversee HRIS, payroll, and benefits systems to ensure data integrity, security, reporting accuracy, and operational effectiveness.
- Lead system enhancements, process improvements, automation initiatives, and reporting capabilities.
- Provide workforce metrics, analysis, and reporting to support leadership decision-making.
- Lead and support organizational change initiatives related to HR systems, processes, staffing, and workforce effectiveness.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- Progressive experience in human resources leadership, payroll, benefits administration, compensation, HR systems, and employment compliance required.
- Demonstrated ability to lead teams, manage complex projects, and partner effectively with organizational leadership.
- Strong analytical, communication, and relationship-building skills.
- Proficiency with HRIS, payroll, and benefits administration systems.

Supervisory Responsibilities

Directly supervises the Manager of Payroll & Benefits and may provide leadership and support to additional Human Resources staff as assigned. Responsibilities include performance management, coaching, staff development, succession planning, and oversight of departmental operations.

Core Competencies

- Strategic Thinking
- Leadership & Team Development
- Operational Excellence
- Relationship Building
- Communication & Influence
- Problem Solving & Decision Making
- Stewardship & Confidentiality
- Commitment to PCPC's Mission and Values

Judgment and Decision Making

Able to recognize problems; gathers all facts; sorts through complex issues with prayer and wisdom; seeks input and counsel from others; able to make difficult decisions and communicate decisions directly to all involved parties in a timely manner

Management of Resources

Accurately estimates resources and time required to complete tasks and/or projects; identifies and secures resources needed to complete tasks and initiatives; makes efficient use of resources; able to work effectively and manage resources with limited or partial information; keeps immediate supervisor/pastoral leadership well informed regarding management of resources and/or problems that arise

Team Management (Staff, Lay Leaders and/or Volunteers)
Inspires and facilitates team members; enhances morale; involves team members in planning stages; considers team members' ideas and suggestions; manages progress of team members; helps build team confidence and strong team rapport; sets challenging and productive goals for ministry team; keeps team accountable for actions; provides resources and support; turns team diversity into an advantage

Manage and/or Coordinate Ministry and Project Activities
Manages and/or coordinates ministry and project goals, milestones, and procedures; accurately estimates resources and time required to complete tasks and/or projects; identifies and secures resources needed to complete tasks and initiatives; communicates ministry and project goals, timelines, and milestones; lets people know what they need to accomplish; identifies project interdependencies and potential resource constraints; follows up with others to ensure they are on track to meet ministry and project goals