

Director of Human Resources

Gonzaga Preparatory School, a Catholic, Jesuit college preparatory school in Spokane, WA, is seeking a visionary and experienced Director of Human Resources to lead and shape our HR strategies and operations. Rooted in our mission to inspire leaders who create a more just and loving world, this role offers a unique opportunity to build and expand the HR function at Gonzaga Prep, establishing systems and practices that reflect our values and support our faculty and staff.

SCHOOL OVERVIEW

Since 1887, Gonzaga Prep has prepared students for lives of leadership founded in a tradition of excellence in academics, activities, and service. It is a lifelong community of individuals who go forth and make the world a better place through excellence and service. With a faith-filled, college preparatory environment grounded in values drawn from the long Jesuit tradition, Gonzaga Prep students discover who they are meant to be in this world.

POSITION SUMMARY

The Director of Human Resources plays a pivotal role in shaping the school's culture by developing and implementing strategies that help ensure that Gonzaga Prep's mission is reflected in our people, policies, and procedures. The Director of Human Resources is dedicated to managing the employee life cycle with a focus on *cura personalis*—care for the whole person.

The Director of Human Resources will report directly to the President and work closely with the Leadership Team to develop and oversee all aspects of the employee life cycle, including recruitment, retention, benefits administration, compliance, employee relations, and professional development. This individual will have the opportunity to design and implement HR policies and practices from the ground up, fostering a supportive, mission-driven culture that emphasizes *cura personalis*—care for the whole person.

This individual will ensure that the school's policies and programs are in alignment with best practices in school human resources strategies; serve as an accessible resource to all school employees on HR related matters; and help foster an overall culture that supports the retention, engagement, and improved performance of our talented faculty and staff.

HOW TO APPLY: Email resume, and application to jobapplication@gprep.com

Contact Rose Wysocki at 509-483-8515 for more information. Position open until January 21, 2024.

RESPONSIBILITIES AND DUTIES

HR Strategy and Leadership

- Develop and implement HR strategies aligned with the school's mission, values, and strategic objectives.
- Provide visionary leadership for the school's HR function and foster a collaborative, high-performing team.
- Partner with the Leadership Team to develop and execute HR initiatives that support the school's mission and growth.

Talent Acquisition, Onboarding, Development, and Retention

- Through collaboration, develop, implement, and monitor recruitment and selection processes, ensuring compliance with equal employment opportunity regulations and best practices.
- Work with appropriate supervisors to develop recruitment strategies for each role at the school.
- Streamline the hiring process ensuring consistency and equity.
- Support employee onboarding for the successful transition to working at Gonzaga Prep.
- Assist appropriate faculty and staff in the development of talent management and professional development programs, including performance evaluation processes and other initiatives that are aligned with the school's mission.
- Collaborate to identify and address training needs.

Employee Relations and Compliance

- Provide guidance and support to managers and supervisors in addressing employee relations matters and performance management.
- Develop, update, and communicate HR policies, procedures, and the employee handbook in compliance with federal, state, and local laws, including compliance with the ministerial exception when applicable.
- Conduct and/or oversee investigations and recommend corrective actions as necessary.
- Thorough knowledge of best practices in HR, with a solid understanding of applicable federal, state, and local laws to include Title VII, ADA, FLSA, FMLA, ERISA, IRS, INS, Title IX, and employment discrimination regulations

Compensation and Benefits

- Oversee the administration of compensation and benefits programs, ensuring competitive packages and compliance with legal requirements.
- Collaborate with the VP of Finance to manage HR budgets related to compensation and benefits.
- Serve as primary administrator and fiduciary of the school's retirement plans. Ensure the accurate administration of the Plan. Make recommendations as to match/contribution levels, providing retirement planning for employees nearing retirement age, and generally educating employees on the value of managing their retirement.
- Oversee and administer the school's leave policies and ensuring compliance with federal and local laws and regulations
- Work in partnership with the Finance department to oversee benefits administration including enrollments, terminations, and claims.
- Lead contract negotiations with insurance brokers and carriers.
- Present open enrollment meetings and distribute information regarding benefits changes.
- Serve as an administrative contact for healthcare programs.

Budget Development and Management

- Meet regularly with the President, Principal, and VP of Finance to review staffing needs, projections, succession issues, etc.; work with the President on special projects relating to such issues as strategic plans, organizational development, salary studies and structures, incentive compensation, and recommendations for future staffing and staff restructuring or reorganization.
- Work closely with the VP of Finance to plan annual and multi-year budgets for compensation and benefits.
- Conduct benchmark compensation and benefits studies to ensure Gonzaga maintains a strategically advantageous position in the marketplace.
- Oversee the process of issuing and collecting annual contracts.

Employee Engagement and Well-being

- Develop and implement initiatives to foster a positive work environment, employee engagement, and work-life balance.
- Partner with relevant committees and employee assistance programs to promote employee well-being and support.

General Duties

- Ensure 100% compliance with Protecting God's Children / safe environment training for all faculty, staff and volunteers who regularly interact with students.
- Establish and maintain a cohesive filing and file retention system for all personnel files.
- Develop and maintain a list of positions for which Conflict of Interest questionnaires are required; send questionnaires to relevant personnel and obtain signed documents from each; create a file for completed questionnaires and provide copies to the Audit Committee at least annually and as otherwise requested.
- Evaluate and improve business office processes, resources and systems for essential human resources related functions, including compensation, benefits, retirement, leave, etc.
- Other duties as assigned.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field; Master's degree strongly preferred.
- 10 years of progressive HR experience, with at least 5 years in a leadership role, preferred.
- Strong knowledge of employment laws and regulations.
- HR certification (e.g., SPHR, SHRM-SCP) preferred.
- Experience in Catholic (preferably Jesuit) educational institutions or nonprofit settings is highly desirable.
- Excellent communication, interpersonal, and leadership skills.
- Strong problem-solving, analytical, and decision-making abilities.
- Commitment to and thorough understanding of the Jesuit traditions, mission, and values.
- Experience with the payroll and benefits software systems, and Microsoft Excel, including advanced formulas, a strong plus.

CLASSIFICATION:

Work Environment: This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Ability to sit/stand, work on computer/keyboard, and lifting approximately 25-30 pounds.

Position Type: Exempt position, full time. Monday through Friday, Twelve-month schedule.

Salary Range: \$74,500 - \$91,300

BENEFITS:

Gonzaga Preparatory School provides a rich offering of benefits and services to our eligible faculty and staff, including:

- Full tuition waivers.
- Three different medical health plans, including PPO, HMO, and HSA/FSA.
- 100% of employee premiums paid by the School for our PPO and HMO medical insurance, dental and vision plans.
- School funded annual contribution of up to \$1,200 to employee HSA plans.
- Retirement plan with a 6% employer match.
- Life insurance and long-term disability insurance are also available.
- Annual, personal, sick, bereavement leave, and 14 paid holidays.

Our Catholic and Jesuit tradition affirms the dignity and worth of every person, mandates that all employees be treated fairly and respectfully. Gonzaga Preparatory School, therefore, does not discriminate in its employment practices on the basis of gender, age, race, color, status as a married or unmarried person, sexual orientation, honorably discharged veteran or military status, national and ethnic origin, or disabilities which can be reasonably accommodated in the administration of its educational policies and school administered programs.