

**Updated:** November 1, 2023  
**Title:** Director of Human Resources  
**Staff Group:** Human Resources (Administration)  
**Reports To:** Executive Vice President  
**Location:** Boston, Massachusetts preferred  
**Grade:** 15  
**Hours/Week:** 35, full-time with benefits

### **Purpose**

To oversee the Human Resources office and its policies, benefits, staff and resources in order to attract, support and retain the staff needed to carry out the mission of the Association. In partnership with other UUA and Beacon Press leaders, to cultivate a workplace in which people of all backgrounds and identities can thrive, with an intentional focus on justice, equity, diversity, inclusion and belonging.

### **Principal Responsibilities**

1. Supervises the Human Resources (HR) office, including the HR and Benefits Manager, the HR Coordinator, and the Staff Relations and Learning Director. Leads the HR office team culture and shared professional development. Manages the HR office budget and the centralized benefits cost pool.
2. Consults with hiring supervisors about workforce needs, and oversees the hiring process for supervisors in accordance with the UUA's inclusive hiring guidelines and compensation grade system. Approves all job postings, position categorizations, hiring determinations and salary offers for UUA employees. Approves all changes to job description, compensation and supervisory reporting relationships for existing employees.
3. Works with the HR and Benefits Manager to maintain and manage benefits for UUA employees. Approves benefits policies for employees and retirees. Meets regularly with the UUA Employee Benefit Trust (Health Plan) Board and Retirement Committee to ensure these benefit plans are aligned with HR systems for UUA staff.
4. Updates and maintains the Employee Handbook, which contains personnel policies; leads the HR policy development process through internal review procedures. Develops new policies, practices, tools and frameworks, and offers internal presentations and trainings, to advance UUA goals for justice, equity, diversity, inclusion and belonging, and to embody HR best practices and support employee development.
5. Working with the Staff Relations and Learning Director, ensure all employees receive the orientation, training and education necessary to carry out the responsibilities of their jobs and to advance their careers. This includes establishing and communicating expectations for supervisors, and developing and implementing feedback systems for employee learning and internal concerns.
6. Counsels supervisors to ensure consistent interpretation of HR policies. With the Staff Relations and Learning Director, counsels with employees and supervisors when necessary to resolve employee relations issues and performance concerns in an ethical and compassionate manner. Consults with the Executive Vice President and UUA legal counsel on sensitive human resources matters, including disciplinary actions and terminations.
7. Works and communicates closely with Financial Services to ensure all personnel changes are implemented in the payroll system consistently and within legal guidelines. Ensures that the Association is in compliance with all applicable federal, state and local laws governing HR issues across the jurisdictions where UUA staff are located, including submitting all required reports. Participates in the annual audit process by submitting HR information and material.
8. Co-Chairs the Staff Group Directors' Council, and acts as an ex-officio member of the Justice, Equity, Diversity and Inclusion (JEDI) Team. Works with the Beacon Leadership Team on Beacon Press workplace issues.
9. Performs other duties as requested by supervisor, the Executive Vice President, or the President.

### **Qualifications**

This is an exempt Grade 15 position (expected hiring range \$110,000-130,000 depending on experience). Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. These qualifications include:

- Expected 10-15 years of relevant professional leadership experience in human resources, including supervision and team-leadership experience, with a preference for faith-based, non-profit, government, and/or academic settings.
- Bachelor's degree expected, and master's degree in a relevant area preferred (e.g., management, human resources, organizational development, etc.), but note that this qualification can be met as a result of other professional, educational and lived experience.
- Sophisticated understanding of human resources and benefits administration policy, practice and current trends; experience in human resources policy and systems development is highly valued.
- Strong analysis of systems of oppression relating to race, gender, ability, sexuality, and other key dimensions of identity. Work or lived experience with Black, Indigenous and People of Color (BIPOC) communities is of particular value.
- Exceptional attention to detail and deadlines to ensure HR compliance and consistency is required.
- Demonstrated skills in managing complex organizational dynamics, and aligning operations with mission and strategy. Experience leading teams is essential.
- Excellent interpersonal, communication, listening and conflict resolution skills. Creative and compassionate problem-solving is highly valued. Must be able to form successful collaborative relationships with a wide range of people.
- Demonstrated skill set with leading organizational change to counter systems of oppression and cultural marginalization, and with promoting a staff culture of intercultural fluency and humility.
- Must be committed to working in an organization in which dismantling of white supremacy, patriarchy, and imperialism is a high priority.
- Exceptional judgment and discretion in acting on a wide range of sensitive personnel topics, including personnel matters.
- Proficiency in the Microsoft Office Suite (Excel, Outlook, PowerPoint, and Word).
- Comfortable with using Google Suite, and other web-based applications, Zoom virtual meeting software, and other emerging communications and remote learning technologies.
- Periodic travel and weekend work is required (a few times per year).
- Residency in the continental United States is required.

### **How to Apply**

People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. The UUA is committed to developing a diverse and talented staff team. If you are excited about this role, but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply. Send cover letter and résumé—indicating “Director of Human Resources” in the subject line—via e-mail to [careers@uua.org](mailto:careers@uua.org), via fax to (617) 948-6467, or to Human Resources, UUA, 24 Farnsworth Street, Boston, MA 02210. E-mail submissions preferred.

### **About the UUA**

The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston's waterfront Fort Point Innovation District. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice. Our normal workweek is 35 hours, we pay 80% contribution towards health insurance premiums, 10% towards retirement (after one year), and have generous paid time-off policies. We are a great place to work and we value diversity. The UUA is an Equal Opportunity Employer and is committed to the full inclusion of all. As part of this commitment, the UUA will ensure that applicants and staff with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Office of Human Resources at (617) 948-4648 or [humanresources@uua.org](mailto:humanresources@uua.org). For more information on the UUA, visit us online at [UUA.org](http://UUA.org) and [uuworld.org](http://uuworld.org).

### **Support for the Mission and Values of the Association**

The Unitarian Universalist Association is a progressive and historic religious denomination. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at the UUA, all UUA staff members are expected to perform their job duties in accordance with the UUA's values, principles and mission. In particular the following points, drawn from the Seven UU Principles, are of particular importance for the UUA's work environment and staff culture:

- The inherent worth and dignity of every human being: We affirm the need for a human-centered workplace that allows our diverse staff to flourish. We also understand that our wider culture and society oppresses and denies

human dignity, and we seek to counter the effects of that oppression in our hiring and workplace culture so that each person feels whole and valued.

- Justice, equity and compassion in human relations, and the goal of world community with peace, liberty and justice for all: We speak openly and publicly of our support for social and political issues, including LGBTQ equity, racial justice, climate justice, gender equity, and reproductive justice.
- The interdependent web of existence: We recognize that the liberation of all people is interwoven, and we work to counter patriarchy, white supremacy, colonialism, homophobia, transphobia, ableism, environmental exploitation, and other interrelated systems of marginalization.