



## **PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT**

### **SENIOR DIRECTOR OF HUMAN RESOURCES & ORGANIZATIONAL CULTURE**

#### **INSTITUTIONAL SUMMARY**

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.).

Rooted in the Reformed tradition, PTS prepares women and men for ministries in established and emerging Christian communities around the world. With a centuries-old history of mission and scholarship in service of the church, the Seminary is committed to relationships of mutual learning and serving with Christ-followers from other traditions and theological viewpoints. Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is comprised of Presbyterians, Baptists, Methodists, Episcopalians, Orthodox, and more than 20 other traditions from more than 30 U.S. states and countries around the world.

#### **POSITION SUMMARY**

Reporting to the President and serving on the Seminary's senior leadership team, the Senior Director of Human Resources & Organizational Culture is responsible for developing and executing human resources strategies that advance institutional goals, strengthen organizational effectiveness, and sustain a values-based culture aligned with the Seminary's mission.

Areas of oversight include talent acquisition and retention, performance management, benefits administration, compensation, employee relations, and regulatory compliance. The successful candidate will bring both the strategic vision to shape a high-performing organizational culture and the operational capability to manage a lean, full-spectrum HR function with excellence.

This position represents a significant leadership opportunity for an experienced HR professional seeking to apply their expertise within a mission-driven academic institution.

## **ESSENTIAL RESPONSIBILITIES**

### **Strategic Recruitment Management**

- Partner with managers on talent acquisition, interviewing, and selection, with an eye toward both immediate fit and long-term retention.
- Perform exit interviews, identify patterns behind separations, and recommend solutions.
- Develop and implement an institutional succession plan for key roles.
- Input and maintain employee data within the Seminary's HRIS and Jenzabar systems. Manage the HR information on the Business Office/HR tab of the mypts intranet, keeping documents, forms, and other resources up-to-date.
- Oversee employee onboarding. Facilitate training on culture, functions, benefits, and compliance to ensure effective assimilation into seminary life.
- In consultation with Vice-President for Finance and Administration, manage new hire relocation.

### **Performance and Culture Management**

- Serve as a trusted resource for staff and faculty navigating HR questions, employee relations concerns, grievance procedures, and policy interpretation.
- Partner with senior leadership to develop, recommend, and implement employee and organizational training to meet the current and future needs of the Seminary. Support construction of a culture oriented toward growth and collaboration.
- Oversee the PTS annual performance appraisal process.
- Collaborate with Staff Council leadership to enhance the employee experience.
- Support health/wellness activities and employee events, including annual Service Awards and community-wide blood drive. Serve on the Employee Life, Community Life, and the Institutional Effectiveness committees.
- Manage organizational chart.

### **Compensation and Benefits Management**

- Oversee salary and wage administration; prepare annual salary letters. Evaluate market benchmarks, survey feedback, and job evaluations to ensure the Seminary's compensation structures are competitive, equitable, and aligned with

both the organization's values and wider financial realities.

- Manage the Seminary's salary and benefits budget alongside the VP of Finance & Administration and relevant board members.
- Continuously evaluate the employee benefit plans and recommend changes for increased efficiency, cost effectiveness, and improvement of services by evaluating benefit program options, premiums administration, vendors, and monitoring market trends. Responsible for employee enrollment with each carrier.

### **Institutional Compliance, Risk Management & Reporting**

- Stay current on employment legislations and industry trends that effect HR ensuring compliance with applicable federal and state laws and regulations.
- Serve as the Seminary's Title IX Deputy Coordinator and the Deputy Anti-Discrimination Coordinator. Address, investigate, and assist in the adjudication of assigned complaints; and ensure compliance of Title IX and Anti-Discrimination policies. Maintain all formal documentation within the HR Office.
- Provide Title IX, Anti-Discrimination, and Harassment trainings for employees.
- Develop, recommend, and implement personnel policies and procedures for the employee handbook.
- Partner with legal counsel to address HR matters, to include policy revisions, and employee risk assessments.
- Annually compile, maintain, and file all required HR data for the Association for Theological Schools/Commission on Accrediting (ATS/COA) and IPEDS reporting; census data for health insurance carriers & FSA vendors; Commonwealth of PA Higher Education Report, etc.

### **Governance & Administration**

- Serve on board committees, i.e., Finance Committee, Audit Committee, HR Sub-Committee and any other appointed committee deemed relevant by President and Board of Directors Chairperson.
- Provide HR reports to appointed board committees and at Board of Directors meetings.
- Participate in the orientation and onboarding of new board of directors annually.

## **QUALIFICATION/REQUIREMENTS**

- Exceptional verbal and written communication skills, with the ability to present complex HR matters clearly to a range of audiences – from individual employees to senior leadership and the Board of Directors.
- Demonstrated ability to build trust and credibility across a diverse community of faculty, staff, students, administrators, and board members.
- Skilled in conflict resolution and employee relations, with the ability to address difficult conversations with discretion, professionalism, and sound judgment.
- Strong analytical skills, including the ability to interpret HR data, identify trends, and translate findings into actionable recommendations for senior leadership.
- Strong organizational skills and attention to detail, with the ability to manage multiple priorities and deadlines without sacrificing quality.
- Genuine interest in human development and organizational culture, with the ability to design and champion programs that strengthen employee engagement, professional growth, and institutional cohesion.
- Solid working knowledge of at least two HR functions (such as compensation, recruitment, performance management).
- Proficiency in HRIS platforms and standard office technology; experience with Jenzabar a plus.
- Knowledge of federal and state employment laws and regulations, including Title VI, VII, and IX.

## **EDUCATION/TRAINING/EXPERIENCE**

### ***Required***

- Bachelor's degree in Human Resources Management, related discipline or equivalent, with minimum of 10 years of progressively responsible experience in Human Resources.
- SPHR or SHRM certification

### ***Preferred***

- Experience managing a one-person HR office beneficial
- Experience in higher education, or faith-based, or non-profit organizations
- Theological education a plus
- MBA or Masters in Human Resources Management or related discipline
- Experience with coaching methodologies and/or talent assessment tools (e.g., StrengthsFinder, Working Genius, DiSC)

## **WORK ENVIRONMENT**

Typical office; business hours are 8:30 a.m.-4:30 p.m. Remote work permitted Mondays and Fridays. In-office Tuesdays, Wednesdays, and Thursdays. Occasional travel (less than 10%).

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also conforms to all applicable federal, state and local laws and regulations relating to equal employment. No person shall be discriminated against in hiring, discharge, promotion or benefits because of race, color, sex, cultural background, national origin, religion, veteran's status, non-job-related disability, or any other classification protected under applicable law.

## **TO APPLY**

Interested candidates should submit a cover letter, a current resume, and the names and contact information (including email) for three references to [careers@pts.edu](mailto:careers@pts.edu). References will not be contacted without permission.

Review of applications will begin on June 12, 2026 and the role is anticipated to start on or before July 20, 2026. However, applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.