

## Now Hiring: Human Resources Director

**Location:** Memorial Drive Presbyterian Church | Houston, TX

**Employment Type:** Full-Time | On-site

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### Memorial Drive Presbyterian Church (MDPC)

*Loving God. Proclaiming Christ. Living Generously. Engaging All.*

Are you an experienced HR professional who feels called to serve in a Christ-centered, mission-driven environment? MDPC is seeking a **Human Resources Director** to lead the church's HR operations, drive organizational health, and support staff and leadership with excellence, compassion, and strategic oversight.

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### Position Overview

Reporting to the Chief Operating Officer, the **Human Resources Director** is responsible for overseeing all human resources operations at MDPC, aligning HR strategy with church mission and goals. The role includes partnering with senior leadership on hiring, employee relations and terminations, managing benefits and compensation, policy development, compliance, and fostering a healthy, engaged workplace culture. You'll lead one direct report (HR/Finance Analyst) and collaborate closely with pastors, staff, and volunteers across ministry areas.

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### Key Responsibilities

#### Employment & Compliance

- Serve as the first point of contact for all staff-related HR concerns
- Ensure compliance with employment laws and church policies
- Manage grievance investigations, discipline processes, and employee relations
- Maintain accurate personnel records and lead offer/onboarding processes

#### Benefits & Compensation

- Oversee employee benefits (health, retirement, workers' comp)
- Evaluate benefit offerings and lead annual negotiation processes
- Administer equitable, competitive compensation systems in partnership with the COO
- Benchmark and recommend salary ranges

#### Recruiting, Retention & Development

- Lead recruiting strategies and staff onboarding

- Support staff training, development, and performance review processes
- Conduct exit interviews and recommend improvements for retention
- Champion employee engagement through Employee Council leadership

## **HR Technology & Metrics**

- Manage and optimize HRIS platforms (currently UKG Ready and Employee Navigator)
  - Oversee background check processes and data security
  - Analyze and report HR metrics to senior leadership
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## **Qualifications**

- Bachelor's degree required
  - PHR/SPHR or SHRM-CP/SHRM-SCP certification strongly preferred
  - Minimum 6 years HR experience
  - Strong knowledge of employment law and best practices
  - UKG-ready or other mid-size employer system knowledge preferred
  - Excellent interpersonal, written, and verbal communication skills
  - High integrity with a commitment to confidentiality and ethical leadership
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## **What We're Looking For**

- A committed Christian with a growing personal faith in Jesus Christ
  - A leader who values teamwork, collaboration, and the mission of the Church
  - Someone who combines professionalism and compassion with strategic HR expertise
  - Willingness to attend occasional evening meetings and respond to staff emergencies
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## **Why Join MDPC?**

- Work in a purpose-driven, spiritually grounded environment
  - Collaborate with ministry-minded professionals
  - Play a key role in shaping the culture and staff health of a dynamic, large church
  - Competitive compensation and benefits package
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**MDPC is committed to diversity in employment. We welcome qualified candidates of all backgrounds to apply. Ready to apply or want to learn more?** Please send a resume and cover letter to [alayman@mdpc.org](mailto:alayman@mdpc.org)

**Full-Time Benefits Offerings:**

Medical, dental and vision benefits, Health Savings Account with Employer Contribution (with applicable health coverage), Flexible Savings Accounts, Church-Paid Short and Long-term disability, Generous Paid Time off, holidays, and personal days, Group life insurance, 403b retirement plan with church match, Legal Shield, In-house staff childcare tuition discount.

**Third-Party Recruiter Policy**

We are grateful for the interest of those who wish to support our hiring efforts. However, Memorial Drive Presbyterian Church (MDPC) does not accept **unsolicited** resumes or candidate referrals from external staffing agencies or staffing firms. Submissions from third parties will not be considered and may be retained without obligation or payment of fees.