



Position Posting: Vice President of Human Resources and Operations

The Christian Church Foundation, Inc. (Foundation) serves the mission of the Christian Church (Disciples of Christ) by stewarding charitable gifts, endowments, and long-term assets that support congregations, ministry partners, and church-related organizations. With more than \$1.3B in assets under management, the Foundation provides planned gift counsel and administration and investment services to advance faithful stewardship. The Foundation is committed to excellence, partnership, integrity, stewardship, and fiduciary responsibility - ensuring donor intent is honored and resources are deployed for enduring impact. The Foundation collaborates closely across the Church to translate generosity into lasting ministry.

The Vice President of Human Resources and Operations (VP, HR & Operations) provides executive leadership to strengthen and align staff talent with Foundation mission and core values, while managing daily operational effectiveness and organizational health. This newly created, dual-function role drives strategic HR (hiring/retention/culture) and continuous operational improvement and efficiency (systems, facilities) to support the Foundation's mission and sustainability. As a member of the leadership team, the VP, HR and Operations advises leadership on sensitive personnel matters and manages thoughtful improvements to systems, processes, and policies, enabling staff to effectively serve donors, investors, churches, and ministry partners. Overseeing HR, treasury services, and core administrative functions, this position champions a mission-centered, inclusive, and high-performing culture.

Key Responsibilities

Strategic Human Resource Leadership

- Develop and implement HR strategy aligned with the Foundation's mission, core values, culture, and the denomination's commitment to being an anti-racist and pro-reconciling church.
- Build on a strong workplace culture by leading and expanding Foundation-wide HR strategies, including:
 - Employee recruitment and onboarding;
 - Performance management, evaluation, and feedback;
 - Leadership development and succession planning;
 - Staff engagement, recognition, and retention;
 - Training and professional development; and
 - Compensation structures and benefits planning.
- Maintain and update through regular review HR policies, procedures, and practices (including Employee Handbook) to ensure compliance with applicable laws and denominational requirements.
- Partner with supervisors to strengthen people-management skills, coaching, and accountability; mentor and develop HR/operations talent, promoting shared learning and alignment with mission and values.
- Partner with HR staff and General Counsel to negotiate and administer contracts for employee benefits and staff consultants.

- Oversee staff providing day-to-day HR operations, including payroll and benefits administration.

Operations and Facilities Management

- Strengthen and steward a positive, mission-centered office culture that is evidenced by healthy communication, collaboration, and shared accountability.
- Provide oversight of daily internal operations while streamlining processes, workflows, and administrative systems to enhance efficiency and support organizational growth.
- Manage treasury services and designated administrative staff to support clear workflows, service standards, and cross-training, while ensuring accuracy, continuity, and service quality.
- Serve as the primary liaison with the designated property manager(s), ensuring timely communication and resolution of facilities-related issues.
- Partner with leadership to continually evaluate ongoing and long-term workspace needs and associated budgeting; oversee construction/renovation coordination; and coordinate related vendor relationships, ensuring workspace design supports employee safety, accessibility, effectiveness, and a welcoming environment.
- Collaborate with other leaders on budgeting for HR/operations, operational performance metrics, and audit readiness.
- Ensure appropriate internal controls, documentation, and data privacy practices across HR and operations.

Continuous Improvement

- Actively participate in staff and leadership meetings contributing to organizational learning, collaboration, and strategic alignment across all Foundation operations.
- Lead organization-wide continuous improvement efforts by assessing workflows, clarifying roles and decision making, and implementing process improvements that elevate staff effectiveness and service quality.
- Design and implement strategies, alongside senior leadership, to reduce operational and personnel-related risks.
- Collaborate with the President to engage staff and board in ongoing strategic planning, translating strategy into actionable, measurable operational plans.

Board and Committee Engagement

- Collaborate with leadership to enhance board member engagement and experience, including orientation, formation, appreciation, and meeting culture.
- Prepare and present timely operational and HR-related information to the Board and relevant committees.
- Partner with board committees on operational and HR policies and strategic priorities.

Qualifications and Experience

- Senior leadership experience in human resources, operations, or a combined HR/operations role within a nonprofit, foundation, or mission-driven organization.
- Strong problem-solving and analytical skills, high relational intelligence, and sound judgment for work amid complexity and change; adept at handling sensitive people matters with confidentiality and care in a mission-centered culture.

- Demonstrated ability to lead effectively in culturally diverse and evolving workplaces, including supporting organizational growth toward greater diversity, inclusion, and belonging.
- Proven experience building or strengthening strategic HR functions (e.g., performance management, talent development, and organizational design/improvement).
- Excellent written and verbal communication skills with respect for people and mission; ability to present clearly to staff, leadership, and board committees.
- Commitment to ongoing professional development.
- 7-10 years of progressively responsible leadership in HR/operations; nonprofit, foundation, or faith-based experience a plus.
- Education: Bachelor's degree in HR, Organizational Development, Business Administration, or a related field.
- SHRM-SCP or SPHR certification, preferred.
- Experience partnering with development, donor relations, or advancement teams, including familiarity with planned giving vehicles, donor-advised funds, trusts, estates, and/or charitable gift instruments, preferred.
- Experience working in or alongside faith-based organizations, denominations, or foundations, preferred.

The Foundation's office is based in Indianapolis, IN and allows for a hybrid work environment (part in-office, part remote). Employees receive a competitive salary and excellent benefits including ongoing professional development, company paid health/dental/vision insurance, pension, and paid parking. Interested candidates should email a cover letter, résumé, compensation history, and daytime phone number to CCF Employment at the email address: employment@ccf.disciples.org. Candidates will be reviewed on a rolling basis and applications will be considered until the position is filled.

You can learn more about the Foundation at www.christianchurchfoundation.org.