



EAST WEST



Opportunity Profile

DIRECTOR OF HUMAN RESOURCES



ABOUT EAST-WEST

Our Vision

The vision of East-West is to glorify God by multiplying followers of Jesus in the spiritually darkest areas of the world.

Our Mission

The mission of East-West is to mobilize the Body of Christ to evangelize the lost and equip local believers to multiply disciples and churches among the unreached.

Our Story

East-West began because two men saw a need for the gospel in unreached and restricted access areas of the world.

In an act of bold obedience to Christ's command to go and make disciples of all nations, East-West was launched in 1993 by John Maisel and Bud Toole. What informally started behind the Iron Curtain in the 1980s became a missions organization with a zeal for empowering national pastors and local believers to transform their communities by making disciples and multiplying churches.

Our passion for Jesus, grace, spiritually dark places, and bold action is the heartbeat that continues to sustain our ministry as we rely on God to use us to reach the unreached. Today, our organization is made up of thousands of believers from around the world who are committed to starting church planting movements in more than 60 spiritually dark nations.

THE JOB DESCRIPTION OF THE DIRECTOR OF HUMAN RESOURCES

The Director of Human Resources (DHR) attends to East-West's greatest and most strategic asset: its people. East-West is seeking an experienced and collaborative HR leader who will champion a high-performance, service-oriented, collaborative culture so East-West can advance its vision and mission around the world.

Our ideal Director of Human Resources will:

- Be a leader that champions culture.
- Pursue excellence.
- Believe in and own the vision, mission, and values of East-West.
- Have a strong desire to see East-West staff grow and flourish.
- Pursue relationships throughout the organization.
- Have a mindset of getting to “yes.”
- Have the ability and desire to enhance the function and operation of the Human Resource team.

KEY JOB LOGISTICS

- Reports to: Executive Vice President of Operations
- Direct reports: HR Generalist, Compensation and Benefits Administrator, Provisional Staff Care Specialist, and Women's Connection Coordinator
- Location: East-West Offices in Plano, Texas

A detailed job description will be shared with applicants in the application process.



A DAY IN THE LIFE OF THE DIRECTOR OF HUMAN RESOURCES

- Lead in a way that discipless employees and direct reports by emulating Jesus.
- Steward East-West staff, donations, and assets as well as ensure operational support is of the highest level.
- Provide leadership and management to employee development and relations, including annual performance planning reviews, employee development plans, employment law compliance, and employee onboarding.
- Provide support to the Executive Leadership Team by meeting on a regular and as-needed basis to provide counsel, promote areas of importance, and provide viewpoints from staff.
- Provide oversight to employment policies, procedures, and the Employee Handbook.
- Oversee employee compensation and provide leadership and oversight to the entire staff benefits process.
- Create and deliver leadership development and training, and provide counsel and training for ministry leaders/management staff.
- Collaborate with senior leaders—including Recruiting, Member Care, Field Leadership, and Executive Leadership—to accomplish organizational goals.





THE QUALIFICATIONS OF THE DIRECTOR OF HUMAN RESOURCES

- Uphold a close and growing relationship with Jesus Christ, demonstrating a healthy, growing spiritual life
- Bachelor's degree required
- A minimum of seven years in a senior HR role required
- Talent management, succession planning, benefits, terminations, corrective action, and personnel issue experience
- Cultural competency and awareness, working with a diverse and global workforce
- SPHR highly preferred but not required (PHR required or equivalent experience required)
- Experience within a nonprofit organization and/or mission-sending organization highly preferred
- Experience in collaborating with senior leaders
- Strong analytical and problem-solving skills with solid organization, process, and planning skills
- Knowledge of standard employment law is a must
- Two years minimum of management experience
- Global HR experience is a plus

THE BENEFITS

This full-time position is eligible for employer-paid benefits, which include medical, dental, health savings account, and life insurance packages. East-West also offers a 401(k) match as well as paid vacation, paid sick time, paid time off for a mission trip, and an all-inclusive, organization-wide conference every four years.

EAST-WEST STAFF CULTURE

Our team members are passionate about Jesus, grace, bold action, and taking the gospel to the spiritually darkest places. We have one consuming passion: to make God known among every nation, every tribe, every tongue, and every people. We strive to uphold the highest standards of behavior, which include integrity, trustworthiness, theological alignment, a healthy work/life balance, care for others, a servant spirit, competency in difficult conversations, and a desire to see results, diligence, respect, and humility.

All East-West employees will maintain a firm commitment to East-West's vision, mission, values, Statement of Faith, and beliefs as well as display a growing and mature faith in Jesus Christ.

East-West staff gather each morning to pray for the ministry and staff. Quarterly, our staff comes together virtually and in person for a half-day of prayer and fellowship. In addition, personal and professional development and training are a priority for all staff. Every four years, East-West staff and their families from around the world gather for an all-inclusive, organization-wide conference.

East-West is a certified Best Christian Workplace.





THE EAST-WEST OFFICE SPACE

The East-West office space is located in Plano, Texas at The Hope Center.

The Hope Center is a 501(c)(3) collaborative hub that is home to 60-plus Christian ministries making a global impact for God's Kingdom.

The Hope Center offers an onsite cafe and coffee bar—which serves breakfast and lunch—as well as other features and amenities, including a covered parking garage, prayer garden, fitness center, meeting rooms and facilities, and 24-hour security.

The East-West suite, located on the third floor of The Hope Center, consists of office and cubicle space for our staff.

With staff serving around the world, the home office is home to departments such as Human Resources, Financial Services, IT, Member Care, Security and Crisis Management, Short-Term Teams, Development, and various field leadership and missionary staff.

The suite also includes meeting spaces, a kitchen with free coffee, and a prayer room for staff use.



THE APPLICATION PROCESS

The application process includes the following steps:

- » Application and resume submission
- » Interview with the East-West Recruiting Team
- » Leadership assessments
- » Interviews with the hiring team
- » Reference checks
- » Offer letter
- » Background and credit check
- » East-West new employee onboarding

NEXT STEPS

Visit www.eastwest.org/humanresources to learn more about the position and to start your application.

