



<b>Job Title:</b>	<b>HR Manager</b>
<b>Department:</b>	<b>Business</b>
<b>Employment Type:</b>	<b>Full-Time</b>
<b>Start Date:</b>	<b>February 1, 2026 or as soon as the position is filled</b>
<b>Location:</b>	<b>Midtown Church, Sacramento, CA (onsite)</b>
<b>Reports to:</b>	<b>Executive Director</b>
<b>Salary:</b>	<b>\$80,000-\$95,000 annually, depending on experience</b>

**How to apply:** email resume and cover letter to [jobs@midtownchurch.org](mailto:jobs@midtownchurch.org)

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The HR Manager provides strategic and operational leadership for all human resources functions at Midtown Church. This role oversees compliance, employee relations, people systems, and leadership support, ensuring that Midtown's staff practices are legally sound, consistently applied, and aligned with our mission and values.

The HR Manager serves as a trusted advisor to executive leadership and people managers, equipping leaders to lead well, addressing complex employee matters, and building scalable HR systems that support a healthy, accountable, collaborative and staff culture.

#### **Key Areas of Responsibility:**

##### **1. HR Leadership and Organizational Oversight**

- Serve as the primary HR leader and subject-matter expert for Midtown Church
- Advise the Executive Director and senior leaders on employee matters, risk, compliance, and people strategy
- Provide coaching and guidance to supervisors and ministry leaders on managing staff effectively
- Help leaders navigate difficult conversations with clarity, wisdom, and consistency
- Ensure HR practices reflect Midtown's mission, values, and commitment to people care

##### **2. Hiring, Onboarding and Offboarding**

- Oversee the full employee lifecycle from recruitment through separation
- Lead hiring processes including job postings, application screening, interviews, and offer letters
- Ensure background checks, references, and documentation are completed appropriately
- Design and lead a consistent, welcoming onboarding experience for new hires
- Oversee offboarding processes including exit interviews, final pay coordination, and system access removal
- Identify trends or insights from exit data to inform leadership decisions

### **3. Employee Relations and Performance Management**

- Serve as a confidential point of contact for employee concerns, complaints, and interpersonal issues
- Lead or support investigations into employee concerns in coordination with executive leadership
- Guide managers through performance management, corrective action, and documentation
- Oversee the development, tracking, and follow-through of Performance Improvement Plans (PIPs)
- Ensure employee relations matters are handled fairly, consistently, and in compliance with employment law
- Promote a culture of accountability, healthy communication, and mutual respect

### **4. Compliance, Risk Management, and Policy Ownership**

- Own and oversee compliance with California and federal employment laws
- Proactively identify HR-related risk and recommend mitigation strategies
- Draft, update, and enforce HR policies including PTO, conduct, attendance, and employee expectations
- Maintain and steward the employee handbook as a living, accurate document, updating policies and procedures as needed to stay compliant with state and federal laws
- Plan, coordinate, and lead required trainings (e.g., sexual harassment prevention, mandated reporting, workplace safety)
- Ensure policies and practices are consistently understood and applied across departments

### **5. Benefits, Leave, and Payroll Coordination**

- Oversee benefits administration including enrollment, changes, and employee education
- Manage leave of absence processes and ensure proper documentation and compliance
- Partner with Finance on payroll accuracy, changes, deductions, and terminations
- Serve as a point of escalation for complex pay, leave, or benefits questions
- Ensure staff understand policies related to time off, benefits, and employment status

### **6. Staff Development, Reviews, and Culture**

- Lead and refine the annual performance review process and mid-year check-ins
- Support leaders in goal-setting, feedback, and employee development conversations
- Maintain job descriptions and organizational charts in partnership with executive leadership
- Support staff engagement, appreciation, and internal communication initiatives
- Help cultivate a staff culture that balances grace, clarity, and accountability

### **7. HR Systems & Scalability**

- Evaluate, recommend, and oversee HR systems and platforms appropriate for Midtown's size and growth
- Lead implementation of HR tools (onboarding workflows, time tracking, documentation, performance management)
- Ensure HR data, records, and systems are accurate, secure, and well organized
- Build repeatable, scalable HR processes that support long-term organizational health

## **What We're Looking For:**

- 4–6 years of progressive HR experience, including leadership or high-level generalist responsibilities
- Strong working knowledge of California employment law and HR best practices
- Experience advising leaders and managing complex employee relations matters
- High emotional intelligence, discretion, and sound judgment
- Clear communicator who can lead difficult conversations with confidence and care
- Organized, proactive, and comfortable building systems and policies from the ground up
- Society for Human Resource Management (SHRM-CP or SHRM-SCP) strongly preferred
- Professional in Human Resources (SPHR or PHR) strongly preferred
- Experience in nonprofit, or church organizations preferred

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## **Role Fit at Midtown:**

This role is ideal for an HR leader who thrives at the intersection of people care, compliance, and leadership development. The HR Manager at Midtown is both strategic and hands-on—protecting the organization legally, equipping leaders to lead well, and ensuring employees feel supported, seen, and held to clear expectations. This position is ideal for an individual who thrives in creating policies, establishing procedures, and building organizational structures from the ground up. The HR Manager will be highly involved in all aspects of Midtown's leadership and someone that enjoys building and creating structure.

This role is central to Midtown's health and sustainability and plays a critical part in shaping how we care for people while stewarding our mission with integrity.