

Job Description

Director, Global Human Resources | December 2018

The Hunger Project (THP) is a global non-profit organization whose mission is to end hunger and poverty by pioneering sustainable, grassroots, women-centered strategies and advocating for their widespread adoption in regions where hunger persists. We operate in 22 countries with 350 staff and have mobilized 395,000 volunteer leaders worldwide. Our programs throughout Africa, South Asia and Latin America are based on an innovative, holistic approach, which empowers women and men living in rural villages to become the agents of their own development and make sustainable progress in overcoming hunger and poverty.

Direct employees of the global office include all employees in the USA, plus the country leadership of each of our twelve program countries (Bangladesh, Benin, Burkina Faso, Ethiopia, Ghana, India, Malawi, Mexico, Mozambique, Senegal, Uganda and Zambia). Local human resource management is delegated to the leadership in each program country, with support from the global office.

Nine partner countries (Australia, Canada, Germany, Japan, Netherlands, New Zealand, Sweden, Switzerland, United Kingdom) are independent entities with independent boards. Some partner country staff accept global assignments, and as such are accountable to the global office for those assignments, however they are not paid by nor are they employees of the global office.

Position Summary

The Director of Global HR supports our colleagues around the world to continuously develop as leaders, pursue professional development opportunities and strengthen their teams. The Director develops global HR standards and supports country leaders to implement best practices. The Director provides both strategic and technical support to our country offices and to THP's global office. This is a Generalist HR position, and covers all areas of HR, including but not limited to recruitment, onboarding, compensation, benefits, employee and organizational development, standards, policies and compliance.

This is a full-time position located in the global office in New York City, and reports to the Chief Operating Officer. The Director of Global HR has administrative support from a shared staff resource.

Key Responsibilities

Recruitment and Onboarding

- Support recruitment of country or regional leadership positions and global office roles. Develop innovative techniques to source and attract highly qualified candidates.
- Ensure that new staff are oriented and onboarded appropriately, particularly to The Hunger Project's values, principles and approaches to development.

Compensation and Benefits

- Collaborate with country leadership to draft or revise salary scales and benefits based on compensation survey data and internal equity to ensure competitiveness with local market.
- Provide compensation information to proposal budgeting team so that funding proposals are priced appropriately, including over multiple years.
- In the global office, keep salary scales up to date based on market data and internal equity, and make recommendations to maintain and manage an attractive benefits package.

Employee and Organizational Development

- Lead programs to develop high-caliber, well performing staff through learning initiatives, mentoring, career pathing and succession planning.
- Support a performance management approach that encourages regular feedback and career development.
- Partner with country leadership and global office management to navigate and resolve sensitive and complex matters involving THP employees, consultants and stakeholders.
- Propose solutions, tools, and strategies that foster positive, supportive working environments globally built on trust and open communication.
- Assist executives through organizational structure/design discussions and communications.

Standards, Policies and Compliance

- Develop and implement global HR standards suitable to an organization of THP's size and structure, maintaining our strong commitment to delegated leadership balanced with a commitment to internal equity as well as compliance with the policies of international funders.
- Ensure that global policies and procedures relating to emerging HR issues in the industry, such as Preventing Sexual Exploitation and Abuse, are up to date and reflect best practices.
- Periodically review country office HR policies and procedures to ensure alignment with THP's global standards and policies.
- Assist country leaders with legal and compliance matters as needed.
- Ensure that the global office personnel manual, labor posters and online employee resources are maintained and kept up to date.

Other

- Perform other duties as assigned
- Participate in collegial office environment including helping with office-wide initiatives outside of own job area such as events.

Qualifications

- BA or higher degree required. HR Certification (SHRM-CP, SHRM-SCP, PHR, SPHR, GPHR) highly desired.
- 7+ years human resource experience required, at least 3 of those years at an international NGO operating in multiple developing countries.
- Maintains confidentiality in all matters. Exudes integrity and honesty.

- Exemplary interpersonal communication skills. Strong writer, both persuasive and technical.
- Demonstrated skills in negotiation, coaching, and influencing.
- Fluency in spoken and written French highly desired.
- Commitment to The Hunger Project's values, including an understanding of and compatibility with our principles and philosophy. The successful candidate will be working with a team who loves what they are doing and feels it is a privilege to be working in service of this mission.

Benefit Highlights

- Defined contribution for each staff member to be spent on choice of authorized benefits including gold level medical, dental and vision, retirement and/or student loans.
- 20 days paid leave to start, plus 9 holidays and 12 sick days.
- Progressive parental leave: 2 months' full time pay, with 3-month gradual return.
- Flexible work hours and arrangements.
- Retirement plan: gradual vesting in 401(a) Fund over 5 years. Match provided to 403(b) pre-tax Annuity.

How to Apply

Please forward your letter of interest, resume, salary requirements and references for immediate consideration to personnel@thp.org. Note "**HR Director**" in the subject line of your e-mail.