



Position: Global Human Resources Director

Department: Legal/Human Resources

Core Technical Areas: The ideal candidate will have a background in global Human Resources Management

Location: D.C., Maryland, Virginia preferred, but not required (remote with some office and international travel)

Job Purpose:

The candidate will be responsible for establishing policies and best practices for the global organization, administering benefits and supporting the global Human Resources team. The Global Human Resources Director will also be responsible for performance management and personnel compliance with full-time headquarters staff and overseas employees in each country office. This position reports to the Chief Legal Officer.

Essential Functions:

- Plan, organize and direct all aspects of human resources management to ensure fair and equitable treatment of all employees, compliance with company policies, and manage legal aspects of employee/employer relationships.
- Manage the recruiting, selection, and on-boarding processes.
- Manage compensation and benefits administration, including 401(K)
- Manage employee relations issues for headquarters and international staff, including coordinating and engaging with field office-based HR staff. In conjunction with legal department and local counsel ensure compliance with U.S. and international labor laws, supporting audits as necessary;
- In consultation with the legal department, resolve complex employee relations issues (such as harassment and discrimination allegations)
- Lead development and execution of employee recruitment, engagement, and retention strategies and initiatives including the design and implementation of an employee training and professional development plan
- Provide tools and guidelines to support and implement policies and procedures, domestic and international employment agreements, development of HRIS, field office employee manuals, benefit summaries and compensation guidelines
- Maintain a high-quality central Human Resources function, including appropriate technology, systems and tools, including the use of metrics and data to inform key decisions
- Oversee the annual employee evaluation process with field office Human Resources staff and program managers
- Responsible for the Headquarters office separation process (participating in the final disciplinary steps and handling any termination meetings, if needed, completing exit interviews for those leaving voluntarily, final benefit and COBRA administration, etc.) Support field-based offices in their processes.
- Coordinate monthly Human Resources and quarterly compliance meetings with field-based staff
- Lead DEI initiatives globally

- Maintain confidentiality and professionalism with employee information
- Organize and manage annual budgets to support department needs

Minimum Education / Experience:

- Bachelor's degree
- 5+ of experience required
- Experience in domestic and international recruiting and HR operations
- Experience writing HR policy and procedures
- Deep and broad understanding of employment law, recruitment and selection, employee relations, compensation, and benefits
- Demonstrated ability to think creatively and collaboratively about staff development and training
- Proficient computer skills – especially Microsoft Suite of applications (Word, PowerPoint, Excel, SharePoint) and HRIS/HRM/ATS/LMS systems
- Strong communications skills, oral and written
- Proven ability to operate in a fast-paced, complex, decentralized and geographically diverse organizational structure
- Ability to travel to field office sites (1-3 international offices per year)
- Professional in Human Resources (PHR) and/or SPHR certification preferred
- Experience in international development industry in developing countries preferred

Working Environment / Conditions:

Standard office environment. Mostly remote position with limited office travel, if applicable. Domestic and international travel required (up to 20% of the time).

Salary:

\$90,000 - \$115,000

How to Apply:

Please send a resume and cover letter to hr@worldhope.org to apply by November 30, 2022.