

## POSITION ANNOUNCEMENT

**Position title:** Director, Human Resources  
**Category:** Full-time position  
**Reports to:** President  
**Location:** Kansas City, MO  
**Closing Date:** Open until filled

### About Water.org

Nearly 750 million people – about one in nine – lack access to safe water; 2.5 billion people lack access to a toilet. At Water.org, we are dedicated to changing this. Join us.

At Water.org we envision the day when everyone in the world can take a safe drink of water and experience the dignity of a toilet. For more than 20 years, we have been at the forefront of developing and delivering solutions to the water crisis. Founded by Gary White and Matt Damon, Water.org pioneers innovative, community-driven, and market-based solutions to ensure all people have access to safe water and sanitation; giving women hope, children health, and communities a future. To date, Water.org has positively transformed millions of lives in Africa, Asia, Latin America, and the Caribbean by providing access to safe water and sanitation. Learn more at [www.water.org](http://www.water.org).

Water.org currently has 67 employees located in six countries, including the U.S. (offices in Kansas City and San Francisco; staff in other cities as well), India, Kenya, Indonesia, Peru, and Bangladesh.

### Position Summary

Water.org seeks an outstanding Director, Human Resources to oversee its global human resources function. This is a new position created in response to the ongoing rapid expansion of the organization.

Water.org is an innovative organization with strong momentum that recruits and retains world-class, mission-driven staff. Due to the significant growth and decentralization of the organization in the past few years, Water.org seeks to strengthen and globalize its human resources function. The Human Resources team at Water.org is a critical strategic partner to achieve organizational objectives. Water.org seeks an experienced, results-focused and action-oriented HR leader who values human assets as critical to realizing an organization's mission and who has demonstrated success in helping to develop strong individuals and teams. This position will support Water.org's international offices. Thus, experience in international environments and proficiency with international practices is required. Experience working with a distributed work force is also a must. Success in this role will demand strategic partnership and collaboration with other Water.org leaders and team members.

### Key Responsibilities

#### *Strategic Partnership*

- Develop, demonstrate, and maintain an understanding of the organization's mission, strategy, and objectives through the development of human resources principles, policies and practices that maximize success
- Serve as a strategic partner to Water.org leadership team, anticipating and identifying organizational needs and gaps and offering insights and solutions
- Contribute to building a positive, results-oriented, people-centered culture that delivers upon the Water.org mission
- Serve as strong leader and contributor to senior management team, ensuring decisions and recommendations are strategically sound, fact-based, and human centered while delivering upon the organization's mission and objectives

- Ensure the positive development and enhancement of the Water.org brand; establish and support the organization as an employer of choice
- Serve as critical management team member in helping to ensure Water.org is and remains a stimulating, rewarding, and innovative place to make a career while positively impacting the world

#### *Comprehensive Talent Management*

- Lead and deliver upon all aspects of talent management, including but not limited to:
  - Recruiting, onboarding, training, retention, performance management, individual and team professional development, management and organizational development (structure, required skills/experience)
- Develop and/or maintain required talent management and total compensation strategies and tools to ensure Water.org remains an employer of choice, including but not limited to:
  - Staff development, career progression, performance evaluation, total pay, and title equity
- Develop and implement policies that will enhance work environment and ensure fairness, clarity and consistency within the organization; this includes but is not limited to: remote work policy, location/relocation policies, field visit policies
- Develop a high-performing, service- and results-oriented Human Resources team

#### *Operational Excellence and Policy Compliance*

- Ensure the Human Resources team delivers upon its charter with excellence and in compliance with locally-relevant laws, policies and practices including but not limited to:
  - Delivering all employee services, products, advice, and counsel in a timely and accurate manner, meeting both organizational and employee needs
  - Ensuring that all human resource related functions and management practices are compliant with relevant employment laws and regulations in all countries in which Water.org operates; complete audits as needed
  - Ensuring all employment decisions and management practices are consistent with organizational policies, procedures and values
- Support U.S.- and internationally-based programs team to establish and effectively manage international offices, providing services and support as required to ensure legal compliance and to enable those teams to focus on program delivery and growth management
- Conduct required risk management and safety and security assessments, maximize global safety and security and minimize risks; develop new policies and practices as needed to ensure compliance
- Forge effective relationships with Human Resources consultants, attorneys, and training specialists, and coordinate company use of insurance brokers and carriers, pension administrators, and other outside sources
- Develop, manage and effectively deploy Human Resources' annual budget and organizational resources; develop and advocate for investments that will build a strong, sustainable organization
- Prudently manage and administer employee benefits, safety/security policy, and related matters
- Ensure employee records are maintained in a legally- and ethically-compliant, secure manner
- Ensure adoption and use of appropriate technology to manage required information while optimizing for security and efficiency (collect, retain, analyze, report critical HR information)
- Prepare periodic reports to track strategic goal attainment, individual and team development, and organizational performance and health

#### *Organizational Health*

- Identify and administer measurements to monitor overall organizational (and departmental) health; proactively develop strategies and interventions to foster positive, effective and efficient work environment

- Keep an “ear to the ground,” identifying and surfacing challenges, opportunities, and ideas as they arise, ensuring effective and timely response and/or resolution
- Serve as a trusted advisor to all employees, establishing and facilitating effective relationships. Ensure that the interests of both the organization and the individuals are objectively, legally, and ethically represented and resolved

### **Qualifications and Skills**

- Bachelor’s degree or equivalent in Business, Human Resources or related field. Graduate degree or professional certification (GPHR or SPHR) in human resources strongly preferred
- Twelve+ years of Human Resources experience in positions of increasing responsibility; at least five years experience must be in an international context
  - Experience working with distributed international and U.S. workforce required
  - Strong preference for experience within results-oriented organization recognized as employer of choice
  - Combined for-profit and not-for profit experience preferred
- Well-versed on emerging talent management and development approaches
- Broad foundation in Human Resources practices with experience in the administration of benefits and compensation programs
- Excellent interpersonal, communication and coaching skills. Effectively, candidly and sensitively ‘speak the truth’
- Demonstrated success working in a growing, fast-paced entrepreneurial organization
- Self starter, with a bias for action and results
- Demonstrated success as a strong contributor to an executive management team, ability to coach for performance across levels
- Excellent organizational skills
- High ethical standards and commitment to Water.org core values
- Willingness to undertake business travel up to 20% of the time, domestic and international
- Relationships with peers in successful organizations that operate internationally and practice effective Human Resources Management a plus
- Strong computer skills required; familiarity with online performance management and training tools preferred

### **Salary/Benefits**

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, retirement program and periodic review for incentive pay based on organizational and personal achievement. Salary will be based on education and experience, and will coincide with similar nonprofit organizations in international development.

### **Application Information**

Please go to <http://careers.water.org> to apply. Resumes will be reviewed as they are received.

**NO PHONE CALLS PLEASE.**

**Deadline:** None. Position open until filled.

*Water.org is an equal opportunity employer. We do not discriminate on the basis of age, ethnicity, gender, nationality, religious belief or sexual orientation.*