



Job Title: Senior Director, Global Human Resources (Head of HR)

Department: Operations

Center Background: The Center for Reproductive Rights (the Center) is the premier global legal organization dedicated to advancing women's reproductive health, self-determination, and dignity. Its mission is straightforward and ambitious: to advance reproductive health and rights as fundamental human rights that all governments around the world are legally obligated to protect, respect, and fulfill. Headquartered in New York City, the Center has regional offices in Bogota, Geneva, Kathmandu, Nairobi, and Washington, DC and a staff of more than 130 diverse professionals. Its annual operating budget is approximately \$23 million, the result of an extraordinary growth trajectory; the Center is now poised for a new phase of significant expansion through its next Strategic Plan.

The Center's game-changing litigation and advocacy work, combined with its unparalleled expertise in constitutional, comparative, and international human rights law, have transformed how reproductive rights are understood by courts, governments, and human rights bodies worldwide. It has played a key role in securing landmark legal victories in the U.S., Latin America, Africa, Asia, and Eastern Europe on issues including access to life-saving obstetrics care, contraception, safe abortion services, and comprehensive sexuality information, as well as the prevention of forced sterilization and child marriage. It has brought groundbreaking cases before national courts, U.N. Committees, and regional human rights bodies, led the development of historic, proactive legislation advancing robust protections for reproductive rights, and has built the legal capacity of women's rights advocates in more than 55 countries.

To learn more about the Center for Reproductive Rights, go to www.reproductiverights.org.

The Center seeks a **Senior Director, Global Human Resources** who will serve as the head of the Human Resources function and serve as a key business partner to the management team in leading and creating initiatives, systems, and best practices to recruit, develop, and train a diverse and high-performing global workforce and to build an organizational culture across all offices that supports effective advancement of our mission and strategic plans. The Senior Director will report to the Chief Operating Officer and partner closely with the Center's management team.

The Center is completing year one of its ambitious five-year strategic plan which will grow the organization both in its ability to have impact and its size. In this senior role, the Senior Director will help lead and develop a four-year strategy to manage the anticipated organizational growth under the strategic plan, which will include a refresh of the organizational

structure, staffing plans & talent strategy, internal communication processes, performance management linked to the strategic plan, and the development of a leadership & professional development plan. Additionally, the Senior Director will drive a four-year strategy to support the Center's efforts to be one of the best non-profit employers to attract, develop, and retain a diverse workforce and encourage innovation, learning, and cross-cultural collaboration. Finally, the Senior Director will review and refresh the core human resource functions including onboarding, performance management, hiring processes (including our global offices), and the internship program.

The Senior Director will manage, coach, and mentor a small HR team of three (Senior Manager, Compensation & Benefits; Senior Manager, Talent & Organizational Development; and Human Resources Assistant), empowering this team to be effective and influential in their respective areas of focus. The Senior Director will also have a solid knowledge base to drive HR best practices in a range of areas including benefits, compensation, and international labor/employment compliance.

Bringing passion to the role, the Senior Director will be a strong coach and problem solver, diplomatic change agent, and expert in understanding organizational dynamics and helping to create the right structures that address challenges that are inherent in a geographically and functional diverse team. The Senior Director will serve as a close adviser to the President and the global leadership team to help build and scale the organization, bringing strategic talent skills, expertise in core human resource functions, and a deep commitment to our mission and movement building.

This position will be based in New York City.

Responsibilities:

The primary job responsibilities of the Senior Director, Global Human Resources include, but are not limited to:

Talent Acquisition & Talent Development

- Oversee the execution of the Center's talent strategy, including budgets, programming, and processes;
- Work in close coordination to identify and support the talent needs linked to our strategic plan and provide key staff support and direction to make the most of our human capital;
- Understand the Center's global programmatic and operational objectives; embrace cultural and individual differences and work with the nuances of specific local cultures to make informed, impactful decisions;
- Manage mid-level and senior-level executive searches and closely support and supervise other key searches;
- Create and implement a sourcing strategy to meet current staffing needs and build a pipeline for future roles;
- Collaborate with field office leaders to develop our talent in progressive ways that reflect our new strategic plan;

- Drive employee engagement in working with executive leadership to develop effective internal communications strategies, processes, tools, and training to promote morale and achieve institutional goals;
- Oversee the development of strategies and processes to identify capability, knowledge, skill set and headcount gaps, and develop specific initiatives to monitor and fill any gaps, e.g., general professional development programs to enhance employee knowledge and understanding of the operations of the organization and SRHR, training and development programs to prepare employees for more significant responsibilities, and succession planning for key contributor and management positions;
- Lead organizational diversity initiatives; and
- Execute our talent management processes including performance management, talent assessments, surveys, promotions, and compensation reviews across a global team and provide metrics to management to allow for better managing of teams.

Leadership, Organizational Development & HR Management

- Serve as a business partner to the management team to help solve organizational challenges that create impact;
- Link our human capital and talent to the needs of the strategic plan, organizational goals, and mission;
- Coach and advise in a wide range of core human resource functions including organizational design, succession planning, HR policies, and best practices;
- Lead the development and execution of Human Resources strategic and annual plans; support the planning efforts of other departments;
- Enact and direct policies and practices that provide protection to the Center in all areas including employment, employee relations, benefits, compensation, equal employment opportunity, diversity, and protection from harassment and discriminatory practices;
- Working closely with the Senior Director, Accounting & Compliance; Senior Director, Finance & Planning; and Vice President, Global Administration & Office Operations, ensure Center's compliance with federal, state, and local laws, directives, and mandates affecting Center staff;
- Provide advice and technical assistance to Vice President, Global Administration & Office Operations and country management staff regarding opening and closing offices, salary scales, benefits, employment contracts, and terminations; collaborate with the Senior Director, Finance & Planning and Senior Director, Accounting & Compliance to address global personnel and tax issues;
- Continuously review and leverage resources (staff, budget, technology) to ensure appropriate best practices in HR administration and procedures so that they are efficient, accurate, timely, auditable, and responsive;
- Manage the HR department budget; review and negotiate HR-related contracts and agreements; and
- Participate as an active member of the Center's Operations Team; closely collaborate with heads of Finance & Planning, Accounting & Compliance, Global Administration & Office Operations/IT to design and deliver integrated support and solutions as well as participate on other official and ad hoc teams and initiatives as needed.

Qualifications:

- Minimum of 10 years of HR Business Partner/Generalist experience across a range of competencies;
- Relevant work experience including experience recruiting talented people and developing effective programs to support them, ideally in a global advocacy organization;
- Sufficient seniority, including presence and gravitas to have been a key strategic partner to influence senior management on organizational development, talent, and HR issues;
- Intellectual curiosity and the ability to build and possess a strong network of relationships including thought leaders, academic leaders, and other contacts in the advocacy and social justice movements;
- Experience working in a high growth nonprofit, social justice, human rights, legal or advocacy organization preferred;
- Experience with and knowledge of US and global benefit plans (retirement, health care, etc.);
- Experience with and knowledge of state/federal employment and labor laws, including FMLA, ADA & Title VII;
- Professional, proactive attitude and approach; a sense of humor is a must;
- Excellent verbal and written communication skills, including editing skills with meticulous attention to detail;
- Aware of the sensitive nature of this position with a proven track record of meeting ethical and confidentiality guidelines;
- Experience managing and communicating organizational change;
- A strategic thinker who is able to analyze and problem solve situations of both technical or personal natures;
- Able to manage a diverse group of individuals internationally while promoting diversity and inclusion within the organization;
- Significant management experience, including an accessible, direct, transparent, and collaborative working style that motivates and inspires staff and colleagues to work hard and well together, offers a clear sense of direction, and holds self and staff accountable;
- Able to achieve goals and align interests through cooperation and collaboration with other groups and cross-functional teams, even where no direct reporting relationship exists;
- Bachelor's degree is required; a relevant advanced degree is strongly preferred;
- Spanish language fluency a plus;
- Work experience outside the US a plus;
- Ability to travel globally required; and
- Strong commitment to the Center's mission, purpose, and values.

Compensation: The Center offers a competitive salary commensurate with experience and a comprehensive benefits program.

How to Apply: Please click on the link below to apply. A cover letter, resume, and contact information for three references must be included in your application in order to be considered for this position. Please include these application materials as attachments.

<https://reproductiverights.applicantpro.com/jobs/542264-30518.html>

Deadline for applications: Applications will be reviewed on a rolling basis until the position is filled. Applicants are strongly encouraged to apply as soon as possible.

The Center for Reproductive Rights is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates from all groups and communities to apply.
www.reproductiverights.org