

Helen Keller Intl Job Announcement

HR Business Partner

United States

*(flexible to be based anywhere in the US where Helen Keller is a *registered employer)*

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities that are striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition, and clear vision, we help millions of people create lasting change in their own lives. Working in 20 countries – across Africa, Asia, Europe, and the United States – and together with a global community of supporters, we ensure every person has the opportunity – as Helen did – to reach their true potential.

The HR Business Partner is the primary People & Culture partner for Helen Keller's US-based operations and global Centers and functions. This role works closely with senior leaders to align people strategies with organizational priorities while directly delivering high-quality HR services across the employee lifecycle.

This is a hands-on role that combines strategic partnership with day-to-day execution. The HR Business Partner advises leadership, manages complex employee relations matters, and leads recruitment and talent efforts, while ensuring compliance with U.S. employment laws and organizational standards.

This role is ideal for a senior People & Culture professional who brings deep recruitment expertise and is energized by hands-on talent acquisition alongside broader HR business partnerships.

Functional Relationships

The HR Business Partner reports to the Senior Director, People Strategic Delivery and Partnership and works closely with:

- Executive Leadership Team and Center Heads
- US Program Leadership and Global Functions
- People & Culture colleagues across talent, operations, learning, and rewards
- External advisors on legal and compliance matters

Key Responsibilities

Strategic People & Culture Partnership

- Serve as the primary HR partner to the Executive Leadership Team and Center Heads, providing senior-level advice on workforce planning, organizational design, talent, performance, and employee relations

- Partner with senior leaders to shape team structures, manage organizational change, and support workforce transitions
- Provide proactive, trusted guidance to leaders, anticipating people-related risks and supporting effective decision-making in complex situations
- Support US Program leadership across the full employee lifecycle, including recruitment, onboarding, performance management, talent development, and workforce planning
- Bring insights from the US and Centers portfolio to inform broader People & Culture strategies and ensure alignment with organizational priorities

HR Service Delivery

- Deliver the full range of HR services across the employee lifecycle, including recruitment, onboarding, performance management, employee relations, benefits guidance, and offboarding to entry level, professional, managerial, and senior roles.
- Partner closely with People & Culture colleagues to ensure efficient, consistent, and high-quality HR service delivery
- Provide responsive, practical support to managers and staff, ensuring a positive and professional employee experience
- Maintain accountability for end-to-end HR support, ensuring consistency, compliance, and alignment with organizational standards
- Identify and escalate complex or high-risk matters as needed, ensuring timely resolution and appropriate support

US Compliance & Risk Management

- Maintain strong knowledge of U.S. federal and state employment laws, ensuring HR practices remain compliant across multiple jurisdictions
- Ensure employment practices, documentation, and processes—including contracts, job classifications, compensation, and leave administration—meet legal and organizational standards
- Support U.S. benefits administration, ensuring staff have accurate information and a smooth experience with enrollment and changes
- Ensure compliance with U.S. government funding requirements as they relate to HR practices and employment
- Identify and address emerging compliance risks, including changes in employment law, classification, and benefits requirements
- Maintain accurate and compliant employee records and documentation in line with legal and organizational requirements

Employee Relations & Organizational Effectiveness

- Lead employee relations matters across the portfolio, including performance management, disciplinary processes, grievances, and separations, ensuring fairness, consistency, and compliance
- Coach and support senior leaders and managers to address people challenges, strengthen team effectiveness, and foster a positive, values-driven work environment
- Support organizational design and workforce transitions, ensuring changes are managed with transparency, care, and alignment to legal and organizational standards
- Partner on safeguarding-related matters to ensure HR practices reinforce a safe, respectful, and accountable workplace

Talent, Performance & Learning

- Drive implementation of talent management practices, including performance management, talent reviews, and succession planning across the portfolio
- Partner with managers to strengthen performance conversations, identify talent priorities, and support development planning
- Identify learning and development needs and connect staff to relevant opportunities that build capability and support organizational goals
- Support onboarding and integration of senior hires, ensuring leaders are effectively embedded and positioned for success

People Strategy & Insights

- Support the implementation of organization-wide people initiatives, ensuring they are effectively applied within the US Programs, Global Centers and Functions' context
- Provide insights and feedback from leaders and staff to help strengthen People & Culture strategies and practices
- Contribute to continuous improvement by sharing knowledge and lessons learned across teams
- Track and use people data and metrics to inform decisions, identify trends, and improve service delivery

Qualifications

- **Education:** Bachelor's degree in Human Resources, Business, or a related field required; or equivalent combination of education and experience
- **Experience:** Minimum of 8 years of progressive HR experience, including significant experience in a U.S.-based role with responsibility for federal and state employment law compliance.
- Professional HR certification (e.g., SHRM-CP/SCP, PHR/SPHR) preferred
- Demonstrated knowledge of U.S. employment regulations, including FLSA, Title VII, ADA, FMLA, and multi-state requirements
- Proven experience advising senior leaders on workforce planning, organizational design, performance management, and employee relations
- Hands-on experience delivering HR services across the full employee lifecycle, including recruitment, onboarding, performance management, employee relations, and offboarding for all levels of roles from entry level, professional, managerial, and senior roles.
- Experience managing employee relations matters with sound judgment, discretion, and a focus on fair, consistent, and compliant outcomes
- Strong understanding of U.S. benefits programs and employment practices, with the ability to guide staff and managers effectively
- Excellent interpersonal and communication skills, with the ability to build trust and work effectively across cultures and functions
- Experience working in complex, matrixed, or global organizations; experience in nonprofit, international development, or public health settings preferred
- Familiarity with U.S. government funding environments (e.g., USAID, NIH, CDC) and related HR compliance considerations is an asset
- Proficiency with HR systems and data, with the ability to use insights to inform decision-making and improve outcomes
- Ability and willingness to work across time zones and travel occasionally, as required

- Proficiency with HR information systems, Microsoft Office 365, and collaborative digital tools.
- Fluency in English required; proficiency in French or another relevant language is an asset.
- Willingness and ability to work across time zones and travel occasionally, as required.

Fairness, Belonging and Zero Tolerance to Abuse

As a member of the Helen Keller Family, each employee is expected to:

- Help to develop and maintain an environment that welcomes and develops a multi-cultural workforce with varied lived experiences and identities.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Helen Keller family, stakeholders in general, and particularly for the communities we serve.
- Follow Helen Keller Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values embodied by our namesake and co-founder: courage, integrity, rigor, and compassion.

Compensation

Helen Keller offers a comprehensive rewards package, including health and dental coverage, paid leave, and professional development. Specific offerings may vary by country in accordance with local laws.

The compensation for this position will be aligned with the local salary structure. Within the US, the full-time annualized range for this position is \$96,800 to \$145,200, with a midpoint of \$121,000.

To Apply

Qualified candidates should submit a cover letter and resume to Hki.Recruitment@hki.org. Applications will be accepted until the position is filled.

In the spirit of the extraordinary ability and vision of our founder, Helen Keller Intl fosters an environment of fairness and belonging for our workforce.

Helen Keller Intl is an Equal Opportunity Employer. We are committed to the principles of equal employment opportunity for all employees and applicants for employment.

***Locations where Helen Keller is a registered employer:** United States: California, Colorado, Connecticut, District of Columbia (DC), Florida, Georgia, Hawaii, Idaho, Louisiana, Maine, Maryland, Massachusetts, Minnesota, New Jersey, New York, North Carolina, Ohio, Oregon, Pennsylvania, South Carolina, Texas, Vermont, Virginia Washington, and Wisconsin.