

# Helen Keller Intl Job Announcement

## **Manager, Global Compensation and Benefits**

*(Remote – flexible to be based in the United States where Helen Keller is a \*registered employer)*

### **Helen Keller Intl**

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities 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.

### **Brief Background**

Helen Keller Intl is transforming its People & Culture function to better support a global workforce operating across 18+ countries. As part of this transformation, we are building dedicated specialist capacity in total rewards — an area that is currently fragmented and carries increasing organizational risk as our footprint grows.

The Manager, Global Compensation & Benefits is a new role designed to establish consistent, equitable, and compliant compensation and benefits practices globally. This position will play a critical role in enabling Helen Keller Intl to attract, retain, and support the talent needed to deliver its mission.

### **Purpose or Scope of work**

The Manager, Global Compensation & Benefits is responsible for designing, maintaining, and strengthening Helen Keller Intl's total rewards infrastructure across all countries of operation. This includes global compensation frameworks, benefits governance, compliance, and data analytics. The role ensures that pay and benefits practices are equitable, competitive, and aligned with both local labor markets and organizational values, supporting a consistent and trusted employee experience worldwide.

### **Management/ Functional Relationships**

This position reports to the Senior Director, Employee Experience and works closely with HR Business Partners, country HR Managers, Finance and payroll teams, and external benefits vendors. The role serves as the primary technical resource for compensation and benefits across the organization and collaborates with internal systems and compliance specialists.

### **Application Deadline**

Applications will be accepted until the position is filled.

## **Key Responsibilities/ Specific Tasks**

### **Global Compensation & Total Rewards**

- Maintain global compensation frameworks (salary structures, job grading, pay bands) and lead benchmarking to ensure competitive and equitable pay
- Support salary reviews, offers, and the annual compensation cycle through data analysis and modelling
- Ensure accuracy of compensation data and support pay equity analysis

### **Global Benefits Governance & Administration**

- Oversee global benefits programs and vendor relationships, ensuring compliant and consistent delivery across countries
- Analyze benefits utilization and costs to inform program improvements and investment decisions

### **Compliance & Regulatory Governance**

- Ensure compliance with global and US compensation and benefits regulations, including required filings and audit-ready documentation
- Monitor regulatory changes and partner with internal stakeholders to maintain compliance across all jurisdictions

### **Job Architecture & Organizational Support**

- Support global job architecture and job evaluation processes to ensure consistent role classification and grading
- Provide compensation analysis to support workforce planning and organizational design initiatives

### **Data, Insights & Employee Experience**

- Develop reports and dashboards to provide insight into compensation, benefits, and workforce trends
- Partner with Finance and HR teams to ensure data accuracy and support decision-making
- Contribute to total rewards communications and initiatives that strengthen transparency and employee experience

## **Other Duties**

This job announcement is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor.

## **Skills & Experience**

- Minimum 6 years of experience in compensation, benefits, or total rewards, including work in a multi-country or global organization
- Working knowledge of compensation and benefits regulatory frameworks in at least one other major operating region (sub-Saharan Africa, South or Southeast Asia) or demonstrated ability to build that knowledge rapidly.
- Experience in compensation analysis, including benchmarking, salary structures, and pay modelling

- Strong knowledge of US compensation and benefits regulations (e.g., FLSA, ERISA, ACA) and ability to navigate global regulatory environments
- Experience with HRIS platforms (e.g., Workday, ADP, BambooHR) and maintaining accurate, high-quality data
- Advanced Excel and analytical skills, with the ability to translate complex data into clear insights
- Experience managing benefits vendors and working with global survey data (e.g., Mercer, WTW)
- High degree of discretion with sensitive compensation and benefits information; maintains confidentiality as a professional standard, not just a procedural requirement.
- Experience in the international development, global health, or INGO sector — with familiarity with the compensation and benefits dynamics of donor-funded, multi-country organizations.
- Ability to communicate with diplomacy, professionalism, and tact; excellent relationship management skills.
- Excellent verbal and written English language communication skills; French language skills a strong plus.

### **Working Conditions/ Travel**

- Ability and willingness to flex schedule to accommodate availability of colleagues in other time zones.
- Ability and willingness to travel internationally to country offices (2 – 3 times per year)

### **Compensation and benefits.**

Helen Keller offers a comprehensive benefits package. Specific offerings may vary by country in accordance with local laws. The compensation for this position will be aligned with the local salary structure. The full-time annualized salary range for this position in the United States is \$81,600 to \$122,400, with the midpoint of the salary range at \$102,000.

### **Expectations**

#### **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, which include courage, compassion, integrity and rigor.

### **To Apply**

Qualified candidates should submit a cover letter and resume to [Hki.Recruitment@hki.org](mailto: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.