

## Helen Keller Intl Job Announcement

### Interim Director, Strategy & Organizational Performance

Location: Flex position based within a country where Helen Keller is a registered employer.

Duration: Interim appointment (approximately 6–9 months)

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 approximately 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 potential.

Helen Keller Intl is seeking an Interim Director, Strategy and Organizational Performance to join the Office of the President and report directly to the CEO. This role will serve as a senior leader responsible for strengthening organizational performance management, advancing strategic execution, and enhancing governance and operational effectiveness across the organization. This interim position will play both a strategic and hands-on role, ensuring delivery of key CEO priorities while building sustainable systems, tools, and practices that strengthen the long-term effectiveness of the Office of the President and the organization overall.

#### Functional Relationships

The Interim Director will report directly to the CEO and serve as a member of the Office of the President. In this role, they will work closely with the Executive Leadership Team (ELT), Board of Trustees, and Board Committees, while collaborating across global and country teams, including the heads of Centers of Expertise (Finance, People & Culture, Information Systems, Program Impact, Strategic Partnerships, Risk Management & Compliance). They will also coordinate closely with other Office of the President team members, strategic initiative leads, and key project management officers across the organization to ensure alignment and effective execution of priorities.

#### Specific Responsibilities

##### Strategic Planning & Organizational Performance

- Support execution and ongoing refinement of the organizational strategic plan and performance management frameworks (e.g., Balanced Scorecard), working under the direction of senior leadership.
- Strengthen systems for tracking priorities, metrics, and reporting to leadership and the Board.
- Facilitate quarterly and annual strategic review processes, synthesizing insights and recommending course corrections for the senior leadership consideration.

- Contribute to integrated annual planning processes, including alignment with enterprise risk management, workforce planning, budgeting, and prioritization
- Support leaders in applying agile project management practices and improving execution discipline
- Coordinate mid-term review and adjustment processes for the organization's strategic plan
- Convene and support strategic initiative leads to drive the organizational strategy, use escalation procedures and judge how to manage change and communications
- Strengthen risk management lens for leaders and support agile resource allocation environment

### **Office of the President Leadership & Effectiveness**

- Assess and recommend improvements to roles, process flows, and efficiencies of the Office of the President
- Support preparation of Executive Leadership Team agendas, including regular and off-site meetings
- Work with the Executive Assistant to the CEO to create tools, workflows, and coordination mechanisms to improve accountability and follow-through of the Executive Leadership Team and the Office of the President.
- Support strengthening operating rhythms and executive decision-making processes
- Support unified communications from the Executive Leadership Team to the organization and from the organization to the Executive Leadership Team
- Coordinate and support the Enterprise Project Management Office to improve organizational performance
- Support leading the development of project management standards across units in the organization with an aim to transition the leadership of our project management practice to the Center for Data Technology and Systems

### **Board Management & Governance**

- Enhance Board and Committee engagement, including agenda-setting and strategic storytelling across the board cycle.
- Oversee preparation of high-quality Board materials and ensure alignment with organizational strategy
- With the Executive Assistant, ensure systems for tracking Board decisions and follow-up actions are working effectively
- Support Trustee onboarding and engagement practices
- Research and recommend improvements to governance systems and tools (e.g., board software)
- Support the CEO in coordinating priority Board task forces (e.g., Eye Health Expansion, AI initiatives) and ensure integration of task force outputs into organizational strategy and systems

### **Analytics, Decision Support & Transformation**

- Translate complex data into actionable insights to support leadership and Board decision-making
- Support cross-functional transformation efforts tied to CEO and ELT priorities

- Collaborate with key leaders to improve practices, tools, dashboards, and reporting capabilities – especially as they relate to a more agile project management culture
- Promote a culture of data-driven decision-making and continuous improvement within the teams and functions this role works with.
- Coordinate stakeholders, ensure high-quality outputs, and facilitate alignment across functions
- Support and enhance change management initiatives

## 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.

## Qualifications

### Required Experience

- 10-12 years experience in strategy, organizational performance, transformation, or management consulting
- Demonstrated experience working with and supporting C-suite leaders and Boards of Directors/Trustees
- Proven track record in strategic planning, performance management, and organizational transformation
- Experience designing operating models and improving executive office functions
- Strong experience leading cross-functional initiatives in complex, global organizations
- Ability to operate as both a strategic advisor and hands-on leader
- Proven success engaging with senior leadership and governance bodies to shape organizational direction
- Demonstrated success in delivering iterative outputs in a fast-paced, team environment
- Proven focus on both immediate impact and long-term organizational strengthening
- Exceptional analytical and synthesis skills, with ability to translate data into actionable insights
- Strong communication and executive presentation skills
- High-level stakeholder management and influencing ability without direct authority
- Experience with performance frameworks (e.g., Balanced Scorecard) and enterprise risk management
- Strong project management and execution discipline
- Experience in the global health space

### Leadership Competencies

- Strategic thinker with strong execution orientation
- High discretion and sound judgment
- Ability to navigate ambiguity and operate independently
- Strong facilitation and coaching skills with senior leaders
- Collaborative, solutions-oriented, and focused on sustainability and capacity building

## Compensation & Benefits

Compensation will be commensurate with experience and aligned with Helen Keller Intl's interim leadership roles. Benefits may vary based on contract structure and location.

## Fairness, Belonging, and Safeguarding

As a Helen Keller colleague, 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 to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to Organizational Core Values, which include compassion, courage, 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.