

Helen Keller Intl

Job Announcement

Senior Manager, People and Culture Project Management

Global; remote-eligible, United States-based preferred

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's People and Culture function is undergoing one of the most significant transformations in the organization's history, restructuring from a generalist, regionally fragmented model into a globally integrated Centre of Excellence with five pillars and a new operating model that reaches every part of the organization. This role sits at the centre of that transformation, providing the project management discipline and operational infrastructure on which the entire initiative rests.

Purpose or Scope of work

The Senior Manager, People and Culture Project Management owns the delivery infrastructure of the People and Culture transformation, translating the Vice President's strategic priorities into managed, tracked, and delivered reality across all five pillars of the Centre of Excellence. Operating with substantial autonomy as a senior individual contributor, the role is accountable for the complete initiative portfolio, the transformation budget, executive communications, and the project management discipline of Helen Keller's most complex organizational change agenda. It ensures the transformation lands with the rigour, visibility, and accountability that a multi-year, multi-country initiative of this scale demands. This is a senior individual-contributor role with no supervisory responsibilities.

Management/ Functional Relationships

Reports to the Vice President, People and Culture. Works closely with all People and Culture Pillar Leads, the Finance team, the Office of the President, the Executive Leadership Team and Center Heads, and Managing Directors and Country Directors. Externally, engages the Human Resources Information System vendor and external project management consultants as applicable.

Application Deadline: Applications are accepted on a rolling basis until the position is filled.

Key Responsibilities

- **Portfolio management & operating rhythm:** Own the complete People and Culture initiative portfolio and integrated tracker across all five pillars, and design and facilitate the leadership reviews and governance forums through which progress is reviewed and decisions are made.
- **Strategic initiative project management:** Serve as dedicated project manager for the Vice President's priority initiatives — including the Centre of Excellence restructure, the Human Resources Information System implementation, and the operating model transformation — leading planning, risk management, and closure.
- **Transformation budget management:** Own the transformation budget in partnership with the Vice President and Finance, tracking actuals against plan, flagging variances, and preparing forecasts and analyses for Finance, the Chief Executive Officer, and the Board.
- **Executive communications & stakeholder engagement:** Architect and produce the Vice President's strategic communications — Chief Executive Officer briefings, Executive Leadership Team updates, and Board presentations — and maintain the stakeholder communications calendar.
- **Vice President-level operational support:** Act as the operational hub of the office, preparing leadership-meeting materials, driving follow-through on decisions, and maintaining the function's institutional memory.
- **Systems & process support:** Provide project management support for the Human Resources Information System implementation and drive process-improvement opportunities across the function.

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

- **Technical & Leadership Competencies**
 - Minimum seven years of progressive experience in project management, programme management, or project management office leadership, with a strong track record of delivering complex, cross-functional initiatives in large, matrixed organizations.
 - High degree of discretion, political intelligence, and professional judgment, with experience operating at the most senior levels of an organization with sensitive strategic information.
 - Strong working knowledge of human resources processes and the people function, sufficient to operate credibly with senior Human Resources leaders.
- **Operational & Functional Skills**
 - Demonstrated experience managing multiple concurrent projects with competing priorities, tight timelines, and senior stakeholder visibility.

- Experience building executive-level reporting — dashboards, scorecards, briefings, and board presentations — and managing project budgets, including forecasting and variance analysis.
- Exceptional written communication skills, producing executive briefs, board presentations, and stakeholder communications that are precise, structured, and strategically framed.
- Proficiency in project management tools such as Microsoft Project, Asana, or Smartsheet; the Microsoft Office Suite; and virtual collaboration platforms.
- **Education & Experience**
 - Bachelor's degree required; advanced degree preferred, or an equivalent combination of education and experience; 7–9 years of relevant progressive experience, including 3+ years managing programs or workstreams.
- **Preferred**
 - Project Management Professional certification, PRINCE2, or an equivalent formal project management credential.
 - Experience working in an international non-governmental organization, global health, or international development organization.
 - Experience supporting a C-suite or Vice President-level executive as an execution partner or chief-of-staff equivalent.
 - Experience with Human Resources Information System implementations or large-scale human resources technology projects.
 - French language proficiency.

Working Conditions / Travel

- Global role; remote-eligible, with United States-based candidates preferred.
- This role does not require significant travel; occasional domestic and international travel for organizational meetings and field engagement may be required.

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 located in the United States is \$88,000 to \$142,000, with the midpoint of the salary range at \$115,000.

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 HKL.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:** Bangladesh, Burkina Faso, Cambodia, Cameroon, Cote d'Ivoire, DR Congo, Guinea, Kenya, Mali, Madagascar, Mozambique, Nepal, Niger, Nigeria, Philippines, Senegal, Sierra Leone, Tanzania, and 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).