



**Title:** Global Director of HR & Equity, Diversity, & Inclusion (EDI)

**Reports to:** Chief Operating Officer (COO)

**Type:** Full-time/Exempt

**Location:** Stamford, CT

### **Who We Are:**

buildOn is a not-for-profit organization working to break the cycle of poverty, illiteracy, and low expectations through service and education. We're not a charity; we're a movement. In the United States, we run intensive service-learning programs in under-resourced, urban high schools in six major cities. Through these programs, buildOn empowers youth to transform their communities through high-impact service. Over the last 29 years, buildOn has empowered more than 100,000 urban youth to contribute more than 2.3 million hours of service that has touched the lives of more than one million people living below the U.S. poverty line.

Globally, teams of students from buildOn programs fan out across the world to help build schools in the economically poorest countries on the planet. We have now built over 1,700 schools in Haiti, Nicaragua, Guatemala, Mali, Burkina Faso, Senegal, Malawi, and Nepal. More than 233,162 children, parents, and grandparents attend these schools every day, and at least 50% of these buildOn students are girls or women. Community members have organized leadership committees and contributed more than 3.2 million volunteers' workdays to build their schools. is a not-for-profit organization working to break the cycle of poverty, illiteracy, and low expectations through service and education.

We hope you'll consider joining our team!

### **Who We Want:**

buildOn seeks a dynamic global human resources and diversity professional to shape buildOn into a talent destination by cultivating a culture that empowers and develops people through the principles of Constructive Leadership and accelerates progress towards being a more just, inclusive, and equitable organization.

As the Global Director of HR & EDI, you will shape and integrate buildOn's approach to equity, diversity, & inclusion, including buildOn's earnest efforts toward becoming an anti-racist organization. You will be responsible for leading the employee's life cycle (recruitment, onboarding, and talent development); overseeing performance management programs, team management (HR & Global EDI team), process design, and working with senior leadership; supporting overall organizational growth and strategy to integrate an evolving agenda of equity, diversity, and inclusion into all areas of the organization's work.

Reporting to the Chief Operating Officer (COO) the Global Director of HR & EDI will be responsible for the people function that impacts 180+ employees. The ideal candidate will serve as a thought leader to senior leadership and execute organizational EDI strategic planning with the support of the Global EDI Council as buildOn continues to enhance competencies, best practices, communications, and policies across the organization.



### What You'll Do:

- **Executive Leadership:** Serve on the Senior Leadership Team as an essential voice for ONE buildOn (Global/National) staff and supporting buildOn's strategic plans of building buildOn into a talent destination.
- **Team Leadership:** Inspire, develop, and coach the HR staff and Global EDI Council Ambassadors.
- **Talent Management:** Create and organize buildOn's approach to equitably attract, engage, and develop staff. Lead and oversee recruiting, onboarding and development; performance management programs; develop management practices across the organization; and guide efforts toward a positive overall employee experience.
- **Talent Development:** Support learning and create career development programs using the principles of Constructive Leadership (empathy, courage, resilience, passion for the possible, and solidarity).
- **Equity, Diversity & Inclusion:** Shape and accelerate buildOn's progress in cultivating a culture that empowers and develops people through its approach to equity, inclusion, and belonging, including driving buildOn's earnest efforts toward becoming an anti-racist organization.
- **Relationships:** Highly skilled in building trusting, collaborative relationships, excelling at interpersonal communications, inclusive leadership, and managing difficult conversations.
- **Operations, system, and process design:** Able to build systems and processes for ONE buildOn (Global/National) that are both scalable, inclusive and equity-focused (i.e., Recruitment, Onboarding, Benefits & Payroll Administration, and Performance Management).

### What We Value:

We've identified a set of core competencies which you'll need to thrive within the buildOn family.

- **ETHICAL LEADERSHIP:** Leads as an ethical agent, promotes integrity, accountability, and confidentiality (when necessary), throughout the organization.
- **ATTENTION TO DETAIL:** A commitment to ensuring that information is accurate, complete, accessible, and timely.
- **PROBLEM-SOLVING:** Proactively seeks and analyzes information from various sources to collaborate, solve problems, and make decisions.
- **RELATIONSHIP BUILDING:** Builds and maintains supportive, trustworthy, mission-driven relationships.
- **INCLUSIVENESS:** Values and effectively includes diverse perspectives.
- **TRANSFORMATIONAL:** Ability to deliver transformational content that develops exceptional leaders of the movement.

### What You'll Learn:

As part of your professional development at buildOn, you will learn how to become a **Constructive Leader**. Constructive leadership is a method of building leaders that inspires solidarity and unleashes our courage, resilience, empathy, and passion for the possible. And Constructive Leadership is only ignited through service. Constructive leadership is how we built this organization and what we've learned by working at ground zero of extreme poverty and the drop out crisis for more than 29 years.



### What You Bring:

- An earnest and sincere commitment to buildOn's Mission and Core Values.
- A minimum of 5 years leading the full talent spectrum and performance management (including talent acquisition, talent development, compensation analysis, engagement, and retention strategy).
- Strong access and understanding of applicable policies and federal, state and local employment laws and regulations.
- Experience recruiting in multiple discipline areas and levels, including hiring for leadership positions, exempt, and non-exempt positions.
- Experience serving on a senior leadership team is preferred.
- Significant experience driving or partnering on transformational organizational equity and inclusivity efforts, leading executive teams in accountability based on place, race, and class that reinforces and is reinforced by the problems buildOn is trying to break.
- Superior project management, priority setting, verbal and written communication skills.
- Previous experience in capturing metrics and producing various data analytics reports.
- Hands-on experience in strategic planning and organizational development, with a history of success in supporting organizational change.
- Experience working with teams across both the United States and abroad.
- Eligible for employment within the United States without sponsorship.
- Desired: Experience leading HR for an international NGO or experience working in the developing world
- Desired: Fluency or competency in either French or Spanish
- Bachelor's degree in human resources, organizational psychology required.
- SHRM-CP/SHRM-SCP preferred.

### What We Offer:

We offer a competitive compensation package, including salary commensurate with experience, generous paid time off; a comprehensive benefits package including medical, dental, vision insurance, a flexible spending account, employee assistance program, retirement plan with an employer matching plan, commuter benefits, disability as well as life insurance. In addition, you will have the opportunity to work alongside mission-driven and dedicated colleagues across the world who are committed to breaking the cycle of poverty, illiteracy, and low expectations through service and education.

### Apply Here:

Please send a resume and a compelling cover letter to [Jobs@buildon.org](mailto:Jobs@buildon.org) to complete your application.

### **Our Commitment to Equity, Diversity and Inclusion**

buildOn is committed to building and maintaining an inclusive environment that drives innovation, strengthens ONE buildOn and bolsters a culture where people truly feel valued, heard and respected. buildOn provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or veteran status.



To learn more about buildOn, please visit our website at [www.buildOn.org](http://www.buildOn.org)