

GoodCitizen

The Susan Thompson Buffett Foundation
Senior Manager, HR Operations
Location: Omaha, NE or Remote

About The Susan Buffett Foundation

The Susan Thompson Buffett Foundation (STBF) is a private grant-making foundation with a U.S. home office in Omaha, NE and a global home office in Kigali, Rwanda. The Foundation's staff is comprised of almost 90 individuals across two continents. With annual spending in excess of \$1 billion, STBF is one of the largest private foundations in the U.S.

The Foundation is unusual for donors of such size as they have only two main areas of grantmaking: (1) supporting efforts to reduce unintended pregnancy and ensure access to safe and legal abortion for women in the U.S. and around the world and (2) to enable low-income students in Nebraska to attend and succeed in college. Unlike most foundations, STBF will not exist in perpetuity. After Mr. Buffett passes away (he is currently 94 years old), the Foundation's grantmaking will grow substantially, then eventually sunset after approximately 10-15 years.

The Operations Unit

The Operations Unit (aka COO remit) manages the key components that drive organizational effectiveness, focusing on Human Resources, IT Operations, Global Operations, Security, and Facilities. The Operations Unit ensures seamless integration of, and alignment with, the Foundation's mission and values. Our unit is responsible for implementing best practices, driving efficiency, and fostering collaboration across the Foundation.

The HR Operations team within the Operations remit is responsible for overseeing all functional aspects of Human Resources. Our unit manages global benefits, compensation, compliance, payroll, and talent, in addition to all HR systems.

The Opportunity

Reporting to the Director, HR Operations, the Senior Manager, HR Operations will be responsible for overseeing Global HR Administration, HR Compliance Management, and Talent Management. HR Administration will consist of global employee tools and resources, employee data and records, and HR Information System (HRIS). HR Compliance Management will consist of global employee compliance training, labor law management, and implementing a new compliance platform. Talent Management

will consist of full-cycle talent - recruiting, preboarding, onboarding, orientation, and offboarding.

Key Responsibilities

HR Leadership

- Manage a new team that will eventually consist of two additional staff members (*Recruiter and HR Specialist*).
 - Support and develop the growth of the team; advise on their goals and performance as necessary.
- Collaborate, partner, and lead with another Senior Manager (*Total Rewards*) on cross- border projects and initiatives across HR.

Global HR Administration

- Oversee the management of employee business cards, subscriptions, and other employee- related resources and tools.
- Oversee the management of employee data and records.
 - Ensure the flow of data is accessible for all support staff.
 - Ensure accurate and up-to-date reporting; handle verifications as necessary.
- Oversee the management of our new global HRIS platform, Deel.
 - Ensure development of proper workflows.
 - Ensure employee training across the Foundation.
 - Ensure utilization of features to make processes and procedures more efficient.

Global HR Compliance Management

- Oversee the management of HR compliance across the U.S. and Rwanda.
 - Ensure mandatory employee training is held, and courses are administered.
 - Ensure the adherence of labor laws; inclusive of monitoring law changes and centralizing supporting documentation.
 - Ensure the successful implementation and management of a comprehensive compliance platform.
- Oversee the management of HR policies across the U.S. and Rwanda.
 - Ensure the Foundation's current policies and guidelines are updated as necessary.
 - Ensure that missing or outdated policies are created and shared as appropriate.
- Oversee the management of HR document retention.
 - Ensure that documents are retained, stored, or disposed of as necessary.
 - Ensure that HR is following document retention policies and procedures.

Global Talent Management

- Oversee the management of talent from recruiting through offboarding.

- Ensure an effective and efficient end-to-end recruitment cycle.
- Ensure collaboration and positive experiences with all stakeholders.
- Ensure optimal and streamlined talent processes and procedures.
- Ensure talent training for both people managers and staff alike.

**These responsibilities may change or evolve over time in alignment with the Foundation's needs and initiatives.*

Background and Experience

Required:

- 10+ years of experience in HR as an HRBP, Generalist, or similar roles.
- Proven experience with various types of HRIS Management.
- Proven knowledge of various types of HR Compliance.
- Proven experience with full-cycle Talent Management.
- Experience with global / international HR.
- Experience using the full Microsoft Suite (365).

Preferred:

- Experience with *Deel* or a similar global HRIS.
- Experience working in Africa, *Rwanda* specifically.
- Experience working in a foundation or nonprofit environment.
- Degree in HR or related field.
- HRCI, SHRM, or similar certification.

Attributes for Success

- **Cultural Agility:** Leverages multiple cultural frameworks, values, and norms; Adapts style to be effective across cultures; Recognizes and addresses one's privileges, biases, and cultural preferences; Commits to continuous learning and improvement in diversity, inclusion, and cultural competence; Seeks and utilizes feedback from diverse sources.
- **Team Leadership:** Lead and mentor a diverse team, providing clear direction, setting measurable goals, and ensuring that staff have access to professional development opportunities.
- **Relationship Management:** Demonstrated ability to build strong partnerships internally and externally. Ability to influence leaders within their specific scope, even without direct authority to make change.
- **Strategic Mindset:** Demonstrates strong strategic agility and critical thinking. They can see the bigger picture and align change initiatives with the organization's long-term goals, ensuring changes are mission-aligned and beneficial.
- **Adaptability:** Demonstrates flexibility in the face of change, understanding that evolving circumstances may require adjustments in strategy and execution. Comfortable with the ambiguity that comes with a growing, changing environment.

- **Change management:** Develops systems and procedures to effectively and transparently implement change and continuous improvement at a manageable pace. Leads by example, inspiring confidence and motivation in those affected by the change.

Shared Values

- A genuine understanding of, and appreciation for, the significance of our values: Mission, Respect for Donor Intent, Appetite for Risk and Tolerance for Failure, Diversity, Equity, and Inclusion, Humility, Passion Tempered by Objectivity and Evidence, Compassion and Love of Humanity, Honesty and Integrity, Kindness and Respect and Shared Accountability.
- An alignment with the Foundation's progressive values, including unambiguous support for individual reproductive freedom.

Inclusion Statement

We are committed to creating a workplace where employees thrive both personally and professionally. This includes not only creating a diverse team where everyone feels represented, respected, and included, but also embedding these values across our work and practices. All applicants who are drawn to serve our mission will enjoy equality of opportunity and fair treatment without regard to race, color, age, religion, pregnancy, sex, sexual orientation, disability, gender identity, gender expression, national origin, genetic information, veteran status, marital status, and prior protected activity.

Location, Benefits and Compensation, & Start Date

This role is based in the United States with a preference for Central and Eastern time zones. We are not accepting applications outside of the country at this time.

This role may be hybrid or remote, depending on the finalist. If the finalist is local, they will be required to come into the Omaha office at least 1 day per week. If the finalist is remote, they will be expected to travel to the Omaha office at least 4 times per year (once per quarter).

The salary range for this role is \$162,000 - \$275,000. Compensation is determined by a variety of factors, including candidate's individual qualifications, experience relative to the requirements of the role, and internal equity. STBF offers a robust and generous benefits package.

The preferred start date for this position is early October to ensure a smooth transition though there is flexibility to accommodate the right candidate's availability.

To Be Considered

Please submit your resume and cover letter expressing your interest in the position and fit for the role via the “[Become a Candidate](#)” button. Letters may be addressed to Martens Roc.

Applicants should apply by **Monday, July 28th**, for priority consideration.

GoodCitizen has been exclusively retained by The Susan Buffett Foundation to lead this search. For questions, please contact:

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