



# Senior Manager, Global People and Culture

Application Pack

**Global Fund for Children (GFC)** works to build a world where all children and youth are safe, strong, and valued.

**Join us in our mission to power the potential of young people**

### **About Global Fund for Children**

Global Fund for Children (GFC) partners with community-based organizations around the world to help children and youth reach their full potential and advance their rights. We provide flexible funding, capacity development, and a network of global connections to strengthen locally led, community-rooted work that creates lasting change. Our mission is to transform the lives of children and youth worldwide by partnering with grassroots organizations advancing justice, equity, and opportunity.

GFC is a global organization with staff across multiple regions, working collectively to support partners in more than 34 countries around the world.

### **Position Overview**

The Global People and Culture Senior Manager will play a critical role in strengthening GFC's global People & Culture (P&C) function as our team expands globally. This newly established full-time role serves as the operational and systems backbone of the P&C function, ensuring best practice underpins our people experience, compliance, and equitable support for staff worldwide.

The Senior Manager will lead core P&C operations, manage PEO/EOR relationships, support staff and managers across time zones, and help translate and bring to life meaningfully our exciting P&C strategy into clear, organized implementation. This role enables the P&C team to drive our ambitious strategic culture, DEIA, wellbeing, and organizational development work.

The ideal candidate is a detail-oriented, people-centered global People and Culture practitioner with high levels of emotional intelligence, sound judgment, exceptional interpersonal and communication skills, and broad ranging experience supporting distributed teams and diverse employment arrangements within a fast-paced, continuously evolving environment. A demonstrated alignment with GFC's values and mission is essential.

This role reports to the Senior Advisor, People & Culture.

### **Key Responsibilities**

#### **1. People and Culture Operations & Systems Management**

- Serve as the full-time point of coordination for People and Culture operations across global time zones.
- Lead core People and Culture processes including contracts management, HRIS development and implementation, documentation, and compliance.
- Coordinate closely with Operations and Finance on onboarding and offboarding logistics, contracts administration, and related compliance requirements.
- Maintain up to date and accurate People records, ensuring timely information flow to P&C leadership, line managers and P&C team.

- Advise on and lead the development of templates, workflows, and toolkits to streamline processes, create efficiencies, strengthen organizational consistency.
- Manage global PEO/EOR relationships, including onboarding, probation, performance, offboarding, contract updates, benefits coordination, compliance guidance, and issue resolution.
- Ensure alignment of PEO/EOR processes with GFC's P&C frameworks and standards.

## **2. First-Line Staff and Manager Support**

- Serve as the first point of contact for routine P&C questions related to policies, benefits, leave, and forms.
- Provide initial support to staff and managers and escalate matters to Advisors or P&C leadership when needed.
- Offer early-stage guidance on employee-relations matters within the scope of a Senior Manager role.
- Ensure managers have updated tools, templates, and process support for routine supervisory responsibilities.
- In close coordination with the PEO/EORs, provide direct P&C support to global staff, ensuring clarity around benefits and employment conditions.

## **3. Implementation of People & Culture Initiatives**

- Provide oversight and project management for P&C projects and initiatives.
- Monitor progress and timelines across P&C workstreams, ensuring alignment with overall strategy.
- Support initiatives related to culture, wellbeing, engagement, compensation, and staff development.
- Support implementation and administration of the employee relations processes and associated investigations, including tracking, documentation, and coordination.

## **4. Strengthening Global People and Culture Infrastructure**

- Evaluate, advise on, maintain and update P&C policies, procedures, and guidance documents, including country-specific considerations where relevant. Provide guidance and training, as relevant.
- Support the ongoing evolution of compensation, performance management, and staff development systems.
- Navigate organization-wide governance requirements related to P&C policies and practices, working in coordination with Governance colleagues and legal counsel to ensure appropriate review, alignment, and approval pathways, including Board engagement where required.
- Advise on and participate in interviewing, hiring, and onboarding staff as required.
- Promote clarity and accessibility of P&C processes across teams, time zones, and languages.
- Assess and identify opportunities to strengthen P&C systems and recommend operational improvements.

## **Qualifications & Key Competencies**

### **Required**

- Significant experience in complex global P&C operations, ideally within an international NGO or distributed organization.

- Strong understanding of global P&C practices and employment regulatory compliance and the ability to identify compliance risks, ask the right questions, and determine when expert or legal advice is required.
- Experience managing PEO/EOR partners and supporting staff employed under various international employment structures.
- Strong skills in P&C systems management, documentation, workflow design, and process improvement.
- Must be able to communicate effectively in English (verbal and written)
- Excellent communication and interpersonal skills; proven ability to build trust and rapport across cultures, languages, and time zones.
- Ability to manage multiple streams of work to a high standard, balancing competing priorities and fast-paced project timelines
- High levels of integrity, confidentiality, tact, intuition, sound judgment, discretion, and problem-solving ability.
- Demonstrated commitment to equity, inclusion, anti-racism, and staff wellbeing.
- Ability to thrive in a fast paced, agile, dynamic, multicultural, and collaborative environment.
- Self-reliant and self-motivated; experienced working independently, performing a wide range of functions with limited support staff
- HR related qualification and/or affiliated with a recognized professional body for HR professionals

### **Preferred**

- Experience working as an HR generalist on a global scale
- Experience with HRIS tools and digital workflow systems.
- Experience supporting organizational DEIA, culture, or change-management processes.
- Ability to work in multiple languages.
- Other relevant certifications.

### **Our Commitment to Diversity, Equity, Inclusion, and Anti-Racism**

GFC is deeply committed to building an equitable, inclusive, anti-racist organization that reflects and supports the diverse communities we serve. We value lived experience, cultural humility, and a learning mindset. We actively encourage candidates from historically marginalized and underrepresented groups, and those with personal or community ties to the regions where we work, to apply.

We believe that a diverse team strengthens our work, enriches our perspectives, and enhances our ability to partner authentically with grassroots organizations around the world.

### **Location**

GFC operates as a globally distributed organization, with most of the team working remotely. Candidates from any location may apply, with the understanding that they must be willing and able to provide comfortable overlap with Pacific Standard and Eastern Standard time zones and adjust their schedules accordingly. Candidates in the UK or US are eligible for direct hire employment, while candidates located in other countries will be contracted through a PEO/EOR arrangement.

## What can we offer you?

### Our team dreams big.

We work together to build a world where all children and youth are safe, strong and valued.

GFC fosters a caring work environment that promotes collaboration, respect, and professional development. We set standards of excellence and quality in our work, firmly believing that children and youth deserve the best we can offer.

We believe that every person has equal rights, and we affirm the diversity that enriches our globalized world. In line with these core values, it is our policy to actively seek diverse candidates from a variety of backgrounds who are committed to Global Fund for Children's mission.

Our values shape our vision, guide our daily decision making, and signal to the world what to expect when you encounter Global Fund for Children. We hold ourselves to these values to best serve our local partners and the children and youth they support. We attract talented people from all over the world because we believe deeply in living our values.

**Salary Range** – For US-based candidates, the salary range is \$85,000 to \$110,000 dependent on level of experience. International hires will be locally benchmarked dependent on location, available benefits, and experience.

**Learning** – GFC encourages professional development as a part of our culture and values. GFC provides regular opportunities for training, collaboration, and mentorship. Employees may access professional development funds to support continued learning.

**Benefits** - We strive to build a culture that embraces care and wellbeing. Our global employee benefits include:

- Private healthcare insurance plan with comprehensive medical, dental and vision coverage
- Generous paid time off (annual leave, enhanced sickness leave, wellbeing days, sabbatical leave, family friendly leave)
- Flexible work arrangements - remote/hybrid/compressed work schedules
- Pension contributions
- Employee Assistance Services
- Team Building and Social Committees

*\*Other benefits may apply, depending on the location of the employee*

## **To Apply**

Please submit a resume/CV and a brief cover letter explaining your interest and relevant qualifications. Applications will be reviewed on a rolling basis.

### **How do I apply?**

In line with our values of courage, passion and inclusion, to apply for this role, please share your thoughts on the following questions along with your CV through the following link: <https://global-fund-for-children.breezy.hr/p/2a4cc5711ef3>

***1) What most excites you about this role?***

***2) Briefly summarize your key experience and expertise related to this role***

***3) Which parts of this role are you most excited to dig into, even if they may be complex, and how would you bring curiosity and care to that work?***

***4) If selected, when would you be able to start a new position?***

Finalists will be asked to prepare a short 7-10 minute presentation on how they would approach strengthening People and Culture systems and practices in a global, values-driven organization like GFC over the next 12–18 months. Details and guiding questions will be shared at least a week prior to the presentation.

**The deadline for applications is February 23, 2026 at 5pm US Eastern Time**

We are excited to hear from you if you have any questions about the role, please get in touch on [careers@globalfundforchildren.org](mailto:careers@globalfundforchildren.org)



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