



Climate and Land Use Alliance

Cultivating solutions for people and the planet

POSITION ANNOUNCEMENT

Director of Human Resources Climate and Land Use Alliance

Location: United States

Position: Full-time, remote or hybrid depending upon location

The Climate and Land Use Alliance (CLUA) is a collaborative of foundations seeking to realize the potential of forests and lands to mitigate climate change, benefit people, and protect the environment. The CLUA member foundations are the ClimateWorks Foundation, the David and Lucile Packard Foundation, the Ford Foundation, Good Energies Foundation, and the Gordon and Betty Moore Foundation. Margaret A. Cargill Philanthropies also awards grants in alignment with the CLUA strategy. By bringing together our resources and diverse expertise, CLUA supports policies, practices, and partnerships that halt and reverse forest loss, advance sustainable land use and development, and secure the rights and livelihoods of Indigenous and forest communities. For more, please visit climateandlandusealliance.org

The CLUA Secretariat has grown considerably in recent years and the organization needs to assess its current staffing structure and systems and develop policies that ensure equity across the regions where staff are located.

Position Description

CLUA is seeking an exceptional Director of Human Resources (DoHR) with a track record leading and implementing staffing strategy, policies, and systems in a decentralized, mission-driven, international organization. The DoHR will be responsible for leading all aspects of Human Resources (HR) including recruiting/retention, benefits, hiring/onboarding, performance management, compliance, and training and development. This new position will also be responsible for the overall administration, coordination, and operation of HR functions that support the success of the CLUA Secretariat and its strategic objectives.

Reporting to the Senior Director of Operations, the DoHR is a member of the Leadership Team and will be involved in a wide range of strategic planning and internal initiatives that support the development of a fair and fulfilling workplace for all staff.

Location

The ideal candidate will be based in the United States. Office space may be available depending on the selected candidate's location (i.e., San Francisco Bay Area, New York City). The position will require work across multiple time zones and in close collaboration with approximately 70 staff in the following countries: Brazil, Colombia, Costa Rica, Ecuador, Guatemala, Germany, India, Indonesia, Kenya, Mexico, Peru, the United States, and the United Kingdom.



Primary Duties & Responsibilities

The Director of Human Resources (DoHR) is primarily responsible for the following duties, as well as others as assigned:

- **Develop CLUA's people strategy and policies**, including:
 - Define, oversee, manage, and implement a comprehensive global people strategy that guides CLUA's efforts in attracting, recruiting, developing, retaining, supporting, and rewarding our staff and teams.
 - Define global HR policies in the context of legal requirements and cultural norms for the regions where CLUA staff reside and ensure consistent implementation.
 - Develop CLUA's compensation strategy and revise compensation bands annually, including evaluating salary surveys and market research to ensure CLUA is competitive within its market and regions.
 - Design and implement strategies that build upon and strengthen a safe, supportive, inclusive, and creative work environment.
 - Evaluate and assess the existing hiring framework and staffing structure to gauge effectiveness, improve equity across regions, and identify areas of improvement.
 - Enhance HR systems, processes, and procedures to ensure they are scalable, systematic, and support CLUA's needs.
- **Provide day-to-day HR management**, including:
 - Oversee the recruitment function for all staff and coordinate recruitment strategies with hiring managers and recruitment firms, including developing job descriptions, running recruitments, coordinating interview processes, and extending offers.
 - Manage and conduct general organizational onboarding and orientation for new employees; in collaboration with the Leadership Team, develop and standardize onboarding expectations, schedules, protocols, and procedures across CLUA.
 - Oversee performance management activities including ongoing feedback, documentation of performance issues, annual performance evaluations and goal setting, and performance improvement plans; in collaboration with the Leadership Team, develop and implement performance management approaches and systems.
 - Assess needs and develop recommendations for addressing staff professional development.
 - Manage and conduct offboarding of staff, including exit interviews; analyze data and make recommendations to the Leadership Team for corrective action and continuous improvement.



- Evaluate benefit providers for costs and services and negotiate with insurance brokers, PEOs, and 401(k) providers to offer competitive staff benefits.
- Monitor budgets for recruiting, training/staff development, and benefits programs.
- Manage all HR administration, including CLUA's benefits programs, and provide payroll support to the Finance department; manage relationships with benefit brokers, coordinate annual Open Enrollment, and address employee benefits questions; propose additional benefit options pertinent to CLUA's workforce.
- Ensure compliance with all federal, state, and local employment legislation and regulations; advise management on necessary actions in alignment with current employment law requirements; provide guidance and training to staff as required.
- Coordinate with appropriate legal resources to provide employment law guidance to regional teams.
- Maintain and maximize implementation of human resources information systems (HRIS); track and apply relevant organizational/human resources metrics; contribute information, analysis, and recommendations to strategic thinking and direction; advance use of technology in HR functions and activities to support programmatic and fiscal needs.
- Keep abreast of industry knowledge and trends by participating in conferences and educational opportunities, reading professional publications, maintaining professional networks, and participating in professional organizations.
- **Ensure excellent staff relations across CLUA**, including:
 - Provide consistent, effective, and timely human resource department communication and service delivery.
 - Support managers on staff relations and performance management; and directly address and resolve personnel issues and employees' grievances as needed.
 - Coordinate with the HR departments of CLUA member foundations that employ CLUA staff, including ClimateWorks Foundation, Ford Foundation, and the David and Lucile Packard Foundation.

Preferred Experience & Competencies

Applicants will ideally have many of the following competencies and some of the following experience:

- Experience as a senior leader and manager in human resources and organization development at a global, values-driven organization
- Prior experience working in a philanthropic organization, university, or large, global non-



profit organization is preferred. Alternatively, a mix of corporate and non-profit experience or a combination of corporate experience with strong volunteer/non-profit board experience

- Extensive exposure to benefit administration, employee relations, performance management, recruitment, HRIS, and training and development
- Strategic vision with the ability to analyze the different contexts, legal frameworks, and cultures in the regions in terms of personnel issues and best practices in a decentralized global organization
- Successful track record of creatively leading organizational change in a dynamic and diverse global community
- Familiarity with HR strategic planning, including compensation practices, data analysis, organizational diagnosis and development, across different geographic regions
- Deep understanding of current international HR trends in compensation, benefits, and performance evaluation frameworks
- Demonstrated sensitivity to the needs and concerns of individuals and communities from diverse cultures, backgrounds, and identities
- Strong identification with CLUA's mission and its implications for our teams and HR policies
- Excellent leadership and people skills with a resilient, facilitative, and pragmatic approach and the ability to offer solutions-oriented HR advice
- Strong oral and written communication skills in English, and the ability to draft materials tailored for a range of audiences
- Strong computer skills, with a high degree of proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint), Google Suite (Drive, Docs, Forms, Sheets), and Dropbox
- Creative, resourceful, and professional approach to work
- Ability to adhere to confidentiality, and handle sensitive matters with discretion
- Strong emotional intelligence to facilitate relationship building across CLUA and to actively engage with staff at all levels
- Experience working in diverse, equitable, and inclusive work environments, with experience in anti-racist/anti-colonial work, and commitment to ongoing justice and equity work
- Ability to work outside of typical work hours (i.e., early mornings and/or late evenings) when required to accommodate various time zones
- Ability to travel approximately once per quarter and, initially, more frequently in order to visit CLUA's regional teams

Salary Range

Salary is dependent on location and experience. The range for this position is \$140,000 to \$165,000 annually. The compensation package also includes medical, dental, vision and life insurance as well as a 401K plan.

Equal Opportunity and Access

Equal employment opportunity and having diverse staff and consultants are fundamental principles at the Climate and Land Use Alliance (CLUA), where consultancy selection,



employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/affective preference, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law. CLUA does not discriminate against formerly incarcerated individuals.

Application Process

All interested candidates are encouraged to **apply as soon as possible**. CLUA especially invites persons with disabilities, and Black, Indigenous, people of color, and LGBTQIA+ candidates to apply. CLUA will complete an initial review of applications received by **apply by April 30th**, and on a rolling basis thereafter until the position is filled. To be considered, [please apply online](#) and submit a cover letter and resume in English.