



Job Opportunity

Global Compensation & Benefits Specialist

Location	Remote within US
Type	Salaried, Full-time
Supervisor	Chief of Human Resources Officer

JOB PURPOSE

Living Water employees currently work in 18 countries around the world and are supported by country, regional and global human resources (HR) partners.

Living Water's global compensation framework was implemented in 2012 to support Living Waters' mission by enabling teams to attract and retain highly qualified people. The driving principles behind Living Waters compensation framework are equity, comparable pay for comparable work globally, transparency, consistency and ease of administration. As a part of the Global HR team, the Global Compensation and Benefits Specialist will lead the day-to-day and strategic management of Living Water's global compensation framework. The Global Compensation and Benefits Specialist will lead Living Water's effort to optimize the current compensation framework, conduct a wide range of analyses and benchmarking, strategically advise the Global HR leadership team and Living Water leaders on global compensation and benefits approaches that align with Living Water's compensation philosophy.

This position may be based in Living Water's Houston office however there is flexibility for remote work in the United States. This person will report to the Chief HR Officer.

CORE CHARACTERISTICS

These principles guide and identify us as colleagues and representatives of Living Water:

- Honor God
- Develop People
- Pursue Excellence
- Be Good Stewards

Team Culture:

To honor God, the Strategy & Innovation team:

- Stays curious
- Listens to our neighbors (external stakeholders)
- Learns by trying things
- Embraces feedback

KEY TASKS AND RESPONSIBILITIES

- Act as the subject matter expert (SME) on compensation and benefit matters, providing guidance and coaching to Country Office, Regional Office and Global HR colleagues and Living Water leaders on complex global compensation-related matters.
- Advise Living Water leadership on global compensation and benefit strategies and methodologies that support Living Water's global compensation principles of equity, transparency and ease of administration and support the mission by enabling Living Water to attract, retain and motivate talented employees.
- Project-manage Living Water's ongoing compensation evaluation, including management of multiple complex work streams involving collaboration with internal stakeholders, Living Water leadership and external consultants.
- Conduct complex compensation analyses, both qualitative and quantitative, to assess equity in the application of Living Water's compensation framework across teams, locations, job levels, etc.; and to assess competitive alignment with external markets and trends.
- Provide various types of compensation data and analytics to drive business decisions and results; including equity analyses, statistical data, ad-hoc reporting, visual charts and graphs, etc.
- Prepare standardized and customized (depending on the need) compensation reports for country and program manager/directors and Living Water leadership.
- Lead the development and implementation of compensation and benefit guidelines and practices that support Living Water's compensation principles.
- Lead LIVING WATER's annual cost-of-living review; develop and recommend appropriate merit and cost-of-living adjustments (COLA) for Living Water's 18 countries using an objective, data-driven approach while also considering other relevant economic factors that may vary by country.
- Work closely with other members of the Global HR Team to develop communication and roll-out plans for annual merit increases/COLA, as well as any other global compensation initiatives to ensure consistent and transparent communication.
- Support the US Open-Enrollment process from a strategic perspective, as it relates to benefits renewals and any new benefits. Support the US HR Business Partner with any benefit related operational issues.
- Participate in approved salary surveys through the collection and reporting of data to third-party survey providers. Review salary survey results and reports findings and recommendations for any adjustments.
- Design, implement, and maintain a compensation model that meets Living Water's complex compensation reporting and analytical needs and can also support global growth and increase efficiency.
- Oversee the development and implementation of global compensation trainings, processes and guidance documents.
- Keep skills and knowledge current (technology, application, project management, analytics, change management, etc.) through professional reading, professional websites and internal counsel.

- Lead the HR component of the annual budget process.
- Provide support/input into Grant proposals.
- Provide other HR services as needed or requested.

EDUCATION / EXPERIENCE / SKILLS

- Bachelor's Degree and 7+ years of experience in compensation
- Global compensation experience at a geographically diverse organization, preferably in the NGO sector and/or which operates in low- and middle-income countries (LMIC)
- Excellent analytical (qualitative and quantitative), technical and problem-solving skills, specific to global compensation. Demonstrated experience with analytical, statistical and visualization tools used for compensation analysis.
- Ability to pivot between strategy and tactical, operational issues. Living Water is a medium sized organization so in addition to the analysis and higher-level responsibilities, there will also be some administrative tasks in the mix such as Country Office payroll reconciliations.
- Ability to work well with others, particularly in a dispersed, virtual environment.
- Ability to communicate effectively with a diverse group of employees and outside contacts at all levels
- Excellent communication skills - written, verbal and presentation
- Process and execution orientated in order to manage multiple priorities while accomplishing departmental and organizational goals

Preferred:

- Familiarly with Kornferry/HAY and Birches Group surveys
- Experience grading positions
- INGO Experience

More about Living Water

Living Water is an Equal Opportunity Employer, and is committed to providing an environment of fairness, and mutual respect where all applicants have access to equal employment opportunities. Living Water values diversity and inclusion and recognizes that our mission is best advanced by the leadership and contributions of people with diverse experience, backgrounds, and culture.

We Offer

- Generous PTO, vacation, and holidays
- Retirement/403(b) with match
- Medical, vision and dental benefits
- Group Life, STD, LTD and AD&D (Employer paid)
- Opportunities for professional development
- Spiritual care and formation program
- Employee assistance program