



AGA KHAN FOUNDATION HUMAN RESOURCES MANAGER

## Aga Khan Foundation USA

---

### Manager, Human Resources

**LOCATION:** WASHINGTON, D.C.

**REPORTS TO:** CHIEF EXECUTIVE OFFICER

#### **ABOUT AGA KHAN FOUNDATION U.S.A. (AKF USA)**

Established in 1981, AKF USA is a private, non-denominational, non-profit international development organization committed to breaking the cycle of poverty across Africa and Asia. As a member of the Aga Khan Development Network ([www.akdn.org](http://www.akdn.org)), one of the world's largest development organizations, AKF works to empower communities and individuals, often in disadvantaged circumstances, to improve their quality of life, especially in Africa and Asia.

#### **POSITION SUMMARY**

We are seeking a dynamic, experienced, and mission-driven Human Resources Manager to serve as both a strategic partner and hands-on leader in advancing the organization's mission while ensuring operational excellence across all HR functions. This position reports to the CEO and requires a professional who can seamlessly navigate between high-level strategic planning and hands-on execution to meet both boardroom and day-to-day employee needs. A central component of this role is championing organizational culture, supporting the implementation of HR systems to empower employees, and actively embedding organizational values rooted in the Aga Khan Development Network (AKDN), including pluralism, gender equality, and inclusion. The Manager holds local responsibility for the entire scope of HR functions, including workforce planning and analytics, preparation of employment contracts, and execution of semi-monthly payroll. A critical focus is ensuring full compliance with all applicable federal, DC, and multi-state employment and tax legislation, maintaining that HR policies, systems, and practices are legally compliant, up-to-date, and supportive of the full employee lifecycle from recruitment through end of service. This position will work on-site in the AKF USA office in Washington DC.

#### **PRIMARY DUTIES AND RESPONSIBILITIES**

##### **Strategic HR Leadership, Culture, and Reporting**

- Align HR strategy with organizational goals, mission, and long-term workforce planning.
- Champion a positive organizational culture rooted in the values of the Aga Khan Development Network (AKDN), including pluralism, gender equality, and inclusion.
- Design and implement effective employee engagement strategies (surveys, action planning).
- Develop succession planning, leadership development, and career growth programs.



- Prepare and submit all required periodic HR reports, workforce analysis, and budget submissions to the CEO, Board Committees, and the Geneva Head Office.

### **HR Compliance and Policy Management**

- Ensure comprehensive compliance across all HR functions (policies, contracts, payroll) with all applicable federal, DC, and multi-state employment laws and tax regulations (including IRS and DOL).
- Monitor legal and regulatory changes and proactively adjust internal policies to maintain compliance.
- Serve as the primary compliance resource for leadership and staff, providing education on relevant laws and organizational policies.
- Oversee workplace safety programs (OSHA, ADA) and manage organizational compliance related to specific benefits regulations (ACA, ERISA, COBRA, Form 5500, and ADP testing).
- Develop, update, and implement legally sound HR policies and procedures in collaboration with the CEO and SMT, ensuring all documentation is current and accessible to staff.

### **Talent Acquisition, Lifecycle, and Development**

- Manage the full employee lifecycle from recruitment through end of service.
- Lead equitable, full-cycle recruitment efforts, supporting hiring managers in developing accurate job descriptions and inclusive processes.
- Develop and implement comprehensive onboarding processes for new employees and volunteers, and coordinate compliant offboarding procedures.
- Manage performance appraisal cycles (coaching check-ins and feedback processes) and coordinate relevant staff learning and development opportunities.

### **Employee Relations and HR Systems**

- Serve as a trusted advisor to staff and managers, guiding them on complex HR issues such as disciplinary action, grievances, absence management, and performance, ensuring fair and legally compliant resolution.
- Serve as a resource for the HR information system (HRIS) to promote continuous improvement and employee understanding of HR processes.

### **Compensation, Payroll, and Benefits Administration**

- Manage compensation functions, including conducting benchmarking and surveys to align with nonprofit sector standards.
- Prepare employment contracts in alignment with legal requirements and organizational policy.
- Administer the semi-monthly payroll for U.S.-based staff in coordination with the Finance team, ensuring adherence to federal and state tax legislation.
- Maintain accurate payroll databases, tax withholdings, and reporting requirements.
- Assist in the administration of all employee benefit programs (health insurance, retirement plans, leave policies) and ensure benefit plans remain compliant with federal and state legislation (e.g., FMLA).

### **Safeguarding and External Engagement**

- Serve as the Safeguarding Focal Point, leading safeguarding response, reporting processes, and building awareness of policies among staff and volunteers.



- Actively participate in national and international HR communities of practice and professional networks to stay informed on global trends and evolving legal frameworks relevant to the nonprofit sector.

## **REQUIRED QUALIFICATIONS**

- Bachelors degree in Human Resources, Business Administration, or related field.
- PHR, SPHR, SHRM-CP, or SHRM-SCP certification preferred.
- Minimum of seven years of substantial experience in a human resource management role and/or as an HR business partner role, including experience in the development of HR strategy, HR policy development, recruitment, performance management, learning and development, compensation and benefits, recruitment, payroll, staff engagement and exit processes
- Strong working knowledge of U.S. labor and tax compliance, including IRS, DOL, and DC-specific laws and regulations.
- Experience within the not-for-profit sector preferably with 501 © (3) organizations.
- Experience in the administration of benefits, payroll and compensation programs
- Experienced at multitasking under pressure against demands and deadlines, whilst always maintaining a positive and constructive attitude and demeanor

## **ESSENTIAL SKILLS AND ATTRIBUTES**

- Excellent interpersonal, communication, and negotiation skills, with experience in cross-cultural settings.
- Sound judgment, discretion, and problem-solving ability in sensitive HR matters.
- High level of discretion, integrity, and emotional maturity.
- Demonstrates a trauma-informed, empathetic approach when receiving safeguarding disclosures, ensuring that individuals feel heard, supported, and protected while maintaining professional boundaries and adhering to reporting protocols.
- Ability to work independently, manage multiple priorities, and meet tight deadlines.
- Proficiency in Microsoft Office Suite, especially Excel; experience with HRIS, payroll, and database management systems.
- Exceptional organizational and analytical skills with a detail-oriented mindset.

## **COMPENSATION PACKAGE**

- Salary range: \$97,185 - \$110,000 based on experience and qualifications.
- Medical, dental and vision plans with 100% of the cost of the premiums for employees only are covered by AKF.
- Life, AD&D, STD, LTD, and LTC insurance sponsored 100% by AKF.
- Section 125 Plans / FSA.
- 401(k) with generous 8% employer contribution after one year of service.
- 15 paid vacation days plus 12 paid sick days per year.
- Paid Parental Leave



AGA KHAN FOUNDATION HUMAN RESOURCES MANAGER

## APPLICATIONS

Interested applicants please submit a resume and cover letter together with the names and contact details of three professional references to: [humanresources.akfusa@akdn.org](mailto:humanresources.akfusa@akdn.org) subject line: Manager, Human Resources

Deadline for application: October 12, 2025

*This position will be based in Washington DC and the successful candidate will be expected to work from the office for several days each week.*

*AKF USA requires all applicants to be legally entitled to work in the USA at the time of application. Proof of legal authorization to work in the U.S. is required.*

*AKF-USA is committed to advancing gender equality and inclusion through our programming and operations in the USA and overseas. AKF USA employees requires all employees to review and abide by the AKF Gender Equality Policy.*

*AKF-USA recognizes the importance of safeguarding and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates, and the organization as a whole are kept safe from harm. AKF USA requires all employees to review and abide by the AKF Safeguarding Policy.*