

GoodCitizen

The Susan Thompson Buffett Foundation
Benefits Manager (Global)
Location: Omaha, NE or US Remote (EST preferred)

About The Susan Thompson 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. Their staff is comprised of over 80 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 grant making: (1) supporting efforts to reduce unintended pregnancy and ensure access to safe 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 93 years old), the Foundation's grant making will grow substantially, then eventually sunset after approximately 10-15 years.

The Susan T. Buffett Foundation's Commitment

The Foundation is 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 the 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.

About the Team

The Foundation Operations team is made up of two groups: (1) The Business Operations team which consists of Accounting, Expenses, Finance, General Operations, Information Technology, and Travel and (2) The Organizational Effectiveness and People Operations team which consists of Benefits, Compensation, Compliance, Experience, HR Administration, Learning, Payroll, Performance, and Talent. Operations is a central, cross-collaborative unit intersecting every facet and team within the Foundation.

The Opportunity

The Benefits Manager will be the first role of its kind to exist in the Foundation. Reporting to the Deputy Director of People Operations, the Benefits Manager will be responsible for managing all of the Foundation's global benefits. This individual will analyze all of the current benefits, introduce additional benefits (where necessary), train employees on benefit offerings, and assist in implementing a new benefits administration system for staff. In addition, they will ensure that we are compliant and comprehensive across all employee locations, both in the U.S. and Africa.

Key Responsibilities

- Benefits Administration
 - Manage a new benefits administration system
 - Act as the system administrator with an understanding of how it operates
 - Answer employee questions about the system
 - Ensure that employee benefits data in the system is correct
 - Ensure that the system is being utilized effectively and efficiently
 - Oversee benefits enrollment
 - Lead new and current employees through the enrollment processes
 - Answer employee questions about benefits and enrollment
 - Track progress of enrollment through a benefits tool
 - Craft a clear and comprehensive benefits guide for employees
 - Lead benefits training for staff across the Foundation
- Benefits Analysis
 - Annually analyze coverage, costs, and insurance plans
 - Implement new benefit offerings that do not currently exist; update existing offerings
 - Survey staff to ensure access to, use of, and understanding of Foundation-wide benefits
- Benefits Compliance
 - Keep the Foundation compliant by following laws and regulations (ACA, ADA, COBRA, ERISA, FMLA, etc.)
 - Report proper information for annual audits and non-discrimination testing
- Relationship Management
 - Communicate and partner with insurance brokers and carriers across multiple policies
 - Communicate and partner with benefits consultants for employee inquiries and issues

*These responsibilities may change or expand over time consistent with the Foundation's needs and initiatives.

Qualifications

Background and Experience

- Required: 5+ years of experience managing employee benefits and/or total rewards programs
- Required: Global benefits and/or total rewards experience; Africa-based benefits and/or total rewards experience is preferred
- Required: Experience managing a wide range of benefits including, but not limited to, insurance plans, 401(k) plans, and employee allowances and stipends
- Required: Experience and familiarity with HR Information Systems (HRIS) and Benefits Administration Systems to manage global benefits data
- Preferred: Experience working in a distributed environment with staff in multiple locations/time zones
- Preferred: Benefits and/or Total Rewards certifications

Attributes for Success in this Role

- Verbal and written communication skills; conveying complex benefits information to diverse audiences across different cultures

- Negotiation skills: ability to negotiate with brokers and carriers regarding insurance plans and policies to ensure that we have comprehensive and cost-effective benefits
- Problem-solving skills: ability to identify issues, propose solutions, and make decisions about global objectives and goals
- Analytical thinking: ability to assess different programs and trends to ensure extensive coverage
- Cross-cultural awareness: sensitivity to cultural differences and an understanding of how these impact preferences and practices

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.**

Travel Requirements

The selected candidate will travel 3-4 times per year to Omaha.

Location

This position is based in the U.S. The selected candidate may work remotely. Eastern Time Zone is preferred.

Benefits and Compensation

The salary range for this position starts at \$137,000 annually.

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 on GoodCitizen's website. Letters may be addressed to Cody McCarthy.

Applicants applying by **August 19th, 2024**, will be given priority consideration, with the position open until filled.

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

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