

Human Resources Manager for Plastic Solutions Fund (PSF)

June 2026

In partnership with:



Overview

Plastic Solutions Fund (PSF) is a global funder collaborative working to address the plastic pollution crisis through systems-change strategies and movement building. Reporting to the Managing Director, the Human Resources Manager will lead and strengthen global HR operations, policies, systems and staff support across a growing international organisation. PSF is seeking an experienced HR professional with strong global operations expertise, excellent cross-cultural communication skills, and a commitment to equity, inclusion and movement-centred values. This is an exciting opportunity to shape and embed HR practices within a mission-driven global organisation.



LOCATION: Preferably US East Coast-based / Remote (with occasional travel)

CLOSING DATE: 25 June

STARTING DATE: Immediately

TYPE OF CONTRACT: Full-time

SALARY: USD 106K–133K

REFERENCE: PSF-HRM

CLIENT WEBSITE: <https://plasticsolution.org/>

About Plastic Solutions Fund

The Plastic Solutions Fund (PSF) is an international funder collaborative dedicated to tackling the global crisis of plastic pollution, which impacts the health of people, communities, and ecosystems worldwide. PSF is a fiscally sponsored project of Rockefeller Philanthropy Advisors, Inc. (RPA), a 501(c)(3) organisation, which will serve as the employer for this position.

PSF supports systems-change strategies across the plastics lifecycle — from extraction to disposal — with a focus on building movement power, preventing plastic production, and challenging industry influence. As a core partner of the Break Free From Plastic movement, PSF works to strengthen grassroots leadership and support transformational change globally. Over the coming years, PSF aims to broaden the diversity of civil society organisations and movements it supports while helping build collective power for lasting environmental and social impact.

PSF is committed to fostering a staff culture grounded in wellbeing, equity, inclusion, justice, and collaboration, reflecting the values and principles that underpin its mission and approach.





About the Role

As PSF continues its global expansion, the Human Resources Manager will play a critical role in leading and strengthening the organisation's HR function to support a growing international team. This newly established position will oversee the implementation and continuous improvement of HR operations, systems, policies and processes, ensuring alignment with best practices, operational efficiency, and legal compliance across multiple jurisdictions.

Reporting to the Managing Director, the HR Manager will work closely with internal teams, external stakeholders, fiscal sponsor partners, and Employer of Record (EOR) providers. The role will provide high-quality HR guidance and support to staff across different countries while promoting PSF's commitment to diversity, equity, inclusion, well-being, and staff engagement.

Purpose of the Role

The purpose of this role is to lead and coordinate PSF's global HR operations and infrastructure, ensuring that HR systems, guidelines and practices effectively support organisational growth and staff wellbeing. The HR Manager will act as the focal point for HR operations, supporting recruitment, onboarding, performance management, compensation processes, learning and development, HR compliance, and staff relations across geographically dispersed teams.

The role will also drive the development and enhancement of HR policies, tools and systems in collaboration with fiscal sponsors and EOR partners, ensuring consistency, harmonisation and alignment with organisational objectives and legal requirements.





Duties and Responsibilities

HR Operations and Management Support (70%)

- Serve as the focal point for HR operations within PSF, providing guidance on employment relations, HR guidelines, compliance, and operational standards;
- Lead and support key HR processes, including recruitment, onboarding and offboarding, performance management, compensation frameworks, benefits administration, and staff relations;
- Manage day-to-day relationships with fiscal sponsors and Employer of Record (EOR) partners on HR matters;
- Coordinate onboarding and offboarding processes across internal teams and external partners;
- Support and oversee the implementation of PSF's performance management processes;
- Participate in and manage recruitment processes;
- Execute annual inflation-based salary adjustments;
- Provide guidance on learning and development initiatives;
- Maintain HRIS systems, tools, and staff records;
- Promote diversity, equity and inclusion while fostering staff wellbeing, safeguarding, security, and team connection initiatives;
- Support the Managing Director with HR annual budgeting activities.

Guidelines, Processes, Tools and Systems Design and Improvement (30%)

- Lead the development, maintenance and implementation of HR guidelines, procedures, standards, tools and systems aligned with legal requirements and organisational objectives;
- Collaborate with fiscal hosts and EOR partners to enhance HR processes and ensure operational consistency across entities;
- Provide training and guidance to PSF teams on HR policies, procedures, tools and systems.

Skills and Experience

- Bachelor's Degree in Human Resources or a related field and/or a recognised HR professional certification;
- Proven experience (7+ years) in global HR operations, ideally within the non-profit or philanthropic sectors;
- Experience working with fiscal sponsors and/or Employer of Record (EOR) providers on HR-related matters;
- Strong experience supporting geographically dispersed teams and enhancing staff engagement and inclusion;
- Strong understanding of global HR standards, employment legislation, and regulatory compliance;
- Demonstrated experience developing and implementing HR policies, systems, processes and tools to improve operational effectiveness and employee experience;
- Excellent written and verbal communication skills in English, with the ability to communicate effectively across cultures and audiences. Additional languages are advantageous;
- Ability to work independently and collaboratively within cross-functional and globally distributed teams;
- Strong alignment with PSF's values, including equity, justice, inclusion, and movement-centred philanthropy;
- Experience using HRIS systems and Google Workspace tools, including Gmail, Docs, Sheets, and Drive.



Additional Information

This role will require domestic and/or international travel approximately 3-4 times per year for organisational meetings and partner engagement. Rockefeller Philanthropy Advisors offers a competitive compensation and benefits package including health coverage, retirement benefits, paid sick leave, vacation and holidays, tuition reimbursement, and access to professional development resources.

The salary range is one component of the total compensation package for employees.

For US-based employees, the benefits package includes 24 weeks of paid parental leave and 12 weeks of paid family leave, administered by Rockefeller Philanthropy Advisors.

How to apply

Piqued your interest?

To apply for this role, please prepare your CV (in English) and a motivation letter (one page) that summarises how your profile aligns with the key requirements, skills and abilities of this role. Both files should be submitted in .doc(x) or .rtf format via this form: <https://mis.tl/cv>.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please contact **Mission Talent**.

After submitting your application, you will receive an automated confirmation. If you do not receive this or have general questions about submitting your application, please write to **Mission Talent**.





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Contact us: [**wewontbite@missiontalent.com**](mailto:wewontbite@missiontalent.com)