

Updated: February 2010

### Job Announcement

Position: Director, Human Resources and Administration  
Supervisor: Senior Vice President of Finance and Operations  
Location: Cambridge, MA  
Start Date: March 2010  
Contact: Jen Stine  
Director of Human Resources and Administration  
jobs@rootcapital.org

### SUMMARY

Root Capital seeks a motivated and experienced human resources professional to join our organization during an exciting period of expansion to serve as Director of Human Resources & Administration (D-HRA). This opening was previously posted as a part-time assistant position but currently holds full-time director status in order to fully engage in the development of Root Capital's human resources function. S/he will be responsible for the following: managing recruiting, retention, and staff development processes; managing human resources systems such as staff benefits; supervising office operations, including support for our field offices; and fostering a culture that reflects Root Capital's values. The ideal candidate will possess a broad range of human resources skills that will adapt well to Root Capital's needs and culture. In addition, candidates should possess: strong relationship-building and teamwork skills, a proactive and service-oriented attitude, project management experience, and a passion for Root Capital's mission. Spanish fluency and experience recruiting candidates for regional offices in Latin America and/or Africa is a strong plus. This position will lead Root Capital's commitment to be a 'great place to work'.

### MISSION AND HISTORY OF ROOT CAPITAL

*Root Capital's mission is to pioneer finance for grassroots businesses that build sustainable livelihoods and transform rural communities in poor, environmentally vulnerable places.*

Root Capital is a nonprofit social investment fund that is pioneering finance for grassroots businesses in rural areas of developing countries. We provide capital, financial education, and market connections to small and growing businesses that build sustainable livelihoods and transform rural communities in poor environmentally vulnerable places.

Through innovative approaches to development finance, Root Capital aims to fill the "missing middle" of finance - serving organizations caught in the gap between microfinance and traditional banking. We provide loans ranging on average from \$25,000 to \$1,000,000 to rural enterprises and agricultural entrepreneurs that link small-scale farmers and artisans to competitive markets. Since our launch in 1999, we have provided more than \$150 million in credit to 254 grassroots enterprises in 30 countries, maintaining a 99% repayment rate from our borrowers and a 100% repayment rate to our investors. Headquartered in Cambridge, Massachusetts, Root Capital currently has associated offices in Costa Rica, Mexico, Peru and Kenya.

## RESPONSIBILITIES

1. Supervise administrative and office staff to ensure a professional office space and effective administrative systems.
2. Manage hiring processes including for executive, program, field, and support staff.
3. Respond to ongoing human resources issues as needed by maintaining strong relationships with staff and working with legal consultants when necessary.
4. Manage and refine performance evaluation and professional development processes.
5. Lead effort to ensure a competitive employment package is in place including salary and benefits. Research and review RC's fringe benefits program when necessary.
6. Support field offices with office systems and inter-office communication; develop systems to enable seamless collaboration between field offices and with headquarters.
7. Lead staff retention and development efforts. Provide or coordinate coaching or mentoring to build capacity.
8. Ensure new staff receive proper orientation and onboarding.
9. Review and recommend appropriate organizational insurance coverage annually.
10. Support organizational planning processes.
11. Advise on ways to incorporate RC's values into all aspects of the organization.
12. Coordinate or facilitate monthly staff meetings and other staff events.
13. Support legal and board governance projects as directed.

## QUALIFICATIONS AND EXPERIENCE

1. Bachelor's degree with 7-10 years of human resources and administrative experience, ideally including benefits administration, recruiting, and/or office management.
2. Spanish fluency ideal. Proficiency in French and/or Portuguese is a plus.
3. Track record of effective project management and strong relationship building skills.
4. Strong team player with a proactive, service-oriented attitude.
5. Demonstrated ability to work in a fast-paced environment, ideally in a non-profit setting.
6. Strong creative, analytical and problem-solving skills.
7. Commitment to staff professional development and fostering a learning culture at Root Capital.
8. Relevant experience working in an international setting or organization preferred
9. Collaborative team player with a good sense of humor.
10. Shares Root Capital's commitment to worldwide poverty alleviation and environmental conservation.

**SALARY:** Commensurate with experience.

## APPLICATIONS AND NOMINATIONS

More information about Root Capital is available at [www.rootcapital.org](http://www.rootcapital.org)

**Applications are due by March 8, 2010. Candidates will be reviewed on a rolling basis.**

Applications including a resume and cover letter describing your interest, qualifications, language abilities, earliest start date, salary requirements, and how you learned of the position should be sent to: [jobs@rootcapital.org](mailto:jobs@rootcapital.org). Please type "D-HRA" followed by your name (Last, First) as the subject line of your email (e.g. "D-HRA – Santos, Elizabeth"). Finalist candidates will be required to provide at least three work-related references.

*Root Capital is an equal opportunity employer.*