



POSITION DESCRIPTION

POSITION TITLE: Global Learning & Development Manager

FLSA Status: Exempt

DEPARTMENT: Human Resources

REPORTING RELATIONSHIPS

POSITION REPORTS TO: SVP of Global Human Resources

POSITIONS MANAGED: None

POSITION PURPOSE

The Global Learning & Development Manager is responsible for shaping and advancing learning, leadership development, and performance strategies across the global organization. This role partners with HR and business leaders to identify organizational needs, address performance gaps, and implement impactful development programs that strengthen individual, team, and business performance. The Global L&D Manager leads key initiatives related to employee onboarding, professional development, leadership development, succession planning, recognition, compliance training, and performance management. This individual will also establish meaningful measures of success, track key performance indicators, ensure learning initiatives remain aligned with the company's global business objectives, and contribute to a positive team atmosphere.

POSITION QUALIFICATIONS AND JOB DUTIES

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. Bachelor's degree in Human Resources, Organizational Psychology, or a related field and/or equivalent work experience
2. 5+ years of progressive experience in Human Resources
3. Strong instructional design skills with demonstrated experience facilitating leadership and professional development programs
4. Experience supporting learning initiatives across multiple business units, locations, or regions within a global organization preferred
5. Strong critical-thinking skills with the flexibility to develop practical solutions to evolving business needs
6. Demonstrated ability to handle sensitive information with discretion and maintain strict confidentiality
7. Self-motivated, enthusiastic, highly organized, and results-oriented, with the ability to manage multiple priorities and deadlines
8. Excellent verbal, written, and interpersonal communication skills with the ability to engage and influence employees and leaders at all levels of the organization
9. Experience with performance management platforms and supporting organization-wide performance management processes
10. Strong project management skills, including the ability to lead cross-functional initiatives from planning through implementation and evaluation

JOB DUTIES:

1. Develop and support effective training and professional development plans to enhance performance and support employee growth.
2. Analyze and report on the effectiveness of professional development and training programs, ensuring alignment with organizational objectives.
3. Lead and support the global employee onboarding process.
4. Travel globally, as needed, to assess training needs and develop and implement solutions across all business units.
5. Develop and implement meaningful recognition programs that drive employee engagement.
6. Lead learning and development strategies by coaching, counseling, planning, and reviewing leadership development plans.
7. Assess organizational strengths and weaknesses by evaluating performance challenges and partnering with managers to support bench-strength needs.
8. Partner with the SVP of Global HR to develop programs that support succession planning.
9. Identify and implement solutions to fulfill mandatory compliance training requirements.
10. Develop instructional materials, facilitate training sessions, and partner with e-learning resources to support the company's strategic goals.
11. Evaluate, advise on, and oversee the company's global performance management program.
12. Able and willing to work necessary hours to meet all project deadlines; travel when necessary.
13. Develop mutually beneficial, respectful, and effective relationships with peers to ensure seamless coordination between departments, maximize synergy, and maintain a shared vision, strategy, and focus.
14. Other Duties – Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

CORE COMPETENCIES

1. **Professionalism** – Upholds organizational values, demonstrates sound business ethics, works with integrity and ethically in all situations, and treats others with respect and consideration at all times regardless of their status or position. Accepts responsibility for actions, reacts well under pressure, follows through on commitments, and demonstrates consistency between words and actions.
2. **Adaptability** – Utilizes a flexible approach or method to best match the environment, situation, or person. Manages competing demands and can adapt quickly and positively to frequent changes, delays, or unexpected events.
3. **Diligence** – Perseveres in accomplishing tasks or objectives and maintains a sense of urgency about getting results.
4. **Develop Relationships** – Builds and maintains relationships that incorporate cooperation, trust, and respect by devoting the appropriate time and energy to facilitate business transactions. Relates to others while building credibility and rapport, communicates in an honest and straightforward manner, and maintains networks.

5. **Attention to Detail** – Completes work in a thorough and complete manner, provides detailed information, and tracks details at all times.
6. **Active Communications (Verbal, Written, Listening Skills)** – Clearly expresses ideas, information, and concerns both verbally and in written format in both positive and negative situations. Actively listens, offers full attention when others speak, gives verbal and nonverbal cues of interest, asks questions for clarification, and paraphrases to ensure understanding. Actively seeks and disseminates information from and to a variety of sources, accepts responsibility for ensuring that people have the current and accurate information needed for success, and asks questions to open channels of communication. Demonstrates group presentation skills, presents information and numerical data effectively, and actively participates in meetings.
7. **Responsiveness** – Takes action to meet the needs of others, responds timely without supervision, and minimizes delays.
8. **Productivity** – Meets or exceeds productivity standards, completes work in timely manner, and strives to increase productivity.
9. **Composure** – Maintains emotional control even under ambiguous or stressful circumstances, including unrealistic expectations, pressing time demands, frustrations, or interpersonal conflict. Demonstrates emotions appropriate to the situation, focuses on solving conflict and continues performing steadily and effectively.
10. **Organizing & Planning** – Plans, organizes and effectively manages to maximize efficiency and productivity. Sets goals and objectives, prioritizes and plans work activities, identifies specific action steps and resources, anticipates problems and develops contingency plans.
11. **Problem Solving & Decision Making** – Able to identify problems, solve them, and show good judgment by isolating causes from symptoms, gathering information from a variety of sources, compiling information and solutions, involving others as appropriate, readily committing to action, and making decisions that reflect sound judgment in a timely manner. Able to identify and choose between multiple options, work well in-group problem solving situations, understand consequences of potential decisions, and support and explain reasoning for decisions.
12. **Results Oriented** – Maintains an appropriate focus on short- and long-term goals, outcomes, and accomplishments, conveys a sense of urgency to make things happen, and displays a sense of urgency about getting results. Motivated by achievement and persist until the goal is reached.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

1. Must be able to remain in a stationary position 50% of the time.
2. Must be able to bend, climb stairs, and continuously stand or walk 25% of the time.
3. Must be able to occasionally move within the office to access file cabinets, office machinery, etc.
4. Must be able to lift 10-20 pounds (for example: packages, copy paper boxes, etc.)

WORK ENVIRONMENT

1. Generally, works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.
 2. This position regularly requires large amounts of time to be spent using and viewing computer screens and equipment, which generally entails regular and repetitive motions.
 3. May occasionally be exposed to fumes, airborne particles, or chemicals. All safety procedures should be adhered to in each of these situations.
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SIGNATURES

This job description has been approved by all levels of management.

Manager Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____

Date: _____

Bona US is an at-will employer. Therefore, both the employee and the employer retain the option of ending the employment relationship with the Company at any time, with or without notice or cause. Neither this document nor any other oral or written representations may be considered a contract for any specific period of time.

EQUAL OPPORTUNITY EMPLOYER

Compensation range: \$100,000 to \$125,000 per year

Bona offers a competitive total rewards package including 401k with employer match, PTO, medical, dental, vision, life, and disability insurance, career advancement opportunities, and a broad range of other benefits. Learn more about our open positions and employee benefits at <https://www.bona.com/en-us/about-bona/work-with-us/>

For more information regarding our total rewards package, please see our Employee Benefits Handbook. Please note, benefits are re-evaluated on an annual basis and are subject to change.

Compensation for the role will depend on several factors, including a candidate's qualifications, skills, competencies, and experience, and may fall outside of the range provided. The compensation range listed above may encompass base salary, performance-based bonuses, and commission opportunities, if applicable.

Bona provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or

expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Bona maintains a drug-free workplace and performs pre-employment drug screens and background verification checks.