



POSITION ANNOUNCEMENT

N² PROGRAM MANAGER

Status: Full-Time/Exempt

Reports To: Executive Director

Location: Menlo Park, California

Apply By: December 20, 2019

The Schmidt Family Foundation seeks an empathetic, entrepreneurial and strategic Program Manager to lead the new N² program designed to support a select portfolio of organizations whose missions align with the programs of the Foundation in Energy, Agriculture and Human Rights, but whose specific target is young people.

ABOUT THE FOUNDATION

Established in 2006 by Wendy and Eric Schmidt, The Schmidt Family Foundation (TSFF) supports efforts worldwide that uplift communities to build resilient systems for food, water, and human health. Through community-, market- and technology-based approaches, TSFF promotes an intelligent relationship between human activity and the planet's natural resources. TSFF pursues its mission through three, innovative and thoughtful strategies: 1) The 11th Hour Project; 2) the Mission Investment Program; and 3) Schmidt Marine Technology Partners.

TSFF intentionally fosters a warm and collegial culture where autonomy and listening are valued. The Foundation is also deeply committed to promoting racial equity through an established racial equity curriculum leveraging experts to strengthen understanding and impact across hiring, grant-making and operations.

ABOUT THE POSITION

This Program Manager will manage a new program within The Schmidt Family Foundation which will make grants to a select portfolio of organizations whose missions align with the programs of the Foundation in Energy, Agriculture and Human Rights, but whose specific target is young people. The purpose of the \$3 million fund is to recognize our human obligation to both nurture youth and to protect nature. The goals are complementary, and so we call the program N².

The N² fund will make grants for charitable activities that aim at youth wellness and health education, food and culinary education, access to and opportunities for arts education, and programs focused on animal welfare.

The Program Manager role will execute all aspects related to grant-making subject to all existing policies and procedures of the Foundation. There are responsibilities related to start-up mode, and then responsibilities related to traditional, ongoing grant-making. This position reports to the Executive Director and will consult with an Advisory Board on grant recommendations.

Since this is a newly formed program at the Foundation, prospective candidates should expect that the role may evolve as the current vision adapts to best serve desired outcomes. A high degree of flexibility and willingness to roll up one's sleeves in a dynamic, small-team environment are essential.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Year 1 Responsibilities

- Build connections between existing TSFF programs and the goals of this program
- Work with an Advisory Board and TSFF Directors to finalize the strategic plan for this new program
- Assist with vetting and recruitment of an Advisory Board, in consultation with TSFF Program Directors
- Create landscape assessments for the agreed-upon strategic pillars for the program
- Establish program branding and materials
- Learn and adopt TSFF best practices

Ongoing Responsibilities:

- Identify potential opportunities for transformational change and develop grant recommendations, in consultation with TSFF Directors
- Solicit, review and analyze grant proposals with the goal of establishing a small portfolio of grantees receiving high level, multi-year support
- Oversee program budget and allocation working with the Executive Director of TSFF
- Present grant strategy and recommendations to the TSFF Executive Director and Board and keep Advisory Board apprised of the current portfolio
- Develop and execute an evaluation feedback framework to measure outcomes and make improvements on program design as needed
- Maintain/share knowledge of current events in strategic areas as it relates to programmatic outcomes
- Build, maintain and expand upon an existing network of thought-partners and advisors
- Lead positive and productive partner and grantee relationships with a wide range of organizations and individuals
- Represent the Foundation at conferences and gatherings and position us as the leaders in relevant associations and networks
- Keep the Executive Director, other Senior Management and Board apprised on all program aspects
- Prepare and complete grant documentation for approval by the Executive Director
- Maintain grant files, including contact management, evaluations and metrics reporting
- Work closely with grants administration and finance teams to ensure grants are processed in a timely, accurate and compliant manner

SKILLS & EXPERIENCE DESIRED

- Bachelor's Degree in a related field, or equivalent education, with a record that demonstrates suitable preparation for the position
- 3-7 years of relevant experience preferably including direct experience in youth programming, development and/or education and non-profit and/or volunteering experience
- Interest in and/or knowledge of the arts strongly preferred
- Proven oral and written communication and presentation skills, with the ability to actively participate in group meetings
- Critical thinking, conflict resolution and interpersonal skills to interface and coordinate professionally with diverse internal and external contacts, including grantees, vendors and fellow team members
- Flexibility to work simultaneously on a wide range of projects and ability to prioritize tasks, manage time effectively and meet deadlines
- Ability to work both as a team member and individually, with a high level of self-motivation
- Demonstrated expertise in successfully managing a budget
- Fluent in Microsoft Office programs and experience using an online database strongly preferred

COMPENSATION AND BENEFITS

The salary range for this position is competitive and commensurate with qualifications and experience sought. A comprehensive benefits package is included.

HOW TO APPLY

To apply, email a cover letter, resume and list of three references (candidates will be notified in advance of any outreach to your references) to tsffoundation@walkeraac.com on or before 5:00 PM on Friday, December 20, 2019. Use the subject line: N² Program Manager. Submit Microsoft Word or PDF files only (one combined PDF file is preferred). Resume review begins immediately.

Questions? Contact Jeannine N. Walker, Walker and Associates Consulting, at jwalker@walkeraac.com.

The Schmidt Family Foundation is committed to using its philanthropic resources to deepen and expand its relationships with organizations led by people color – both operationally and programmatically. The Foundation is an equal opportunity employer and strives to create an atmosphere where diversity of identity, experience, and background are welcomed, valued, and supported. Candidates who contribute to this diversity are strongly encouraged to apply.