



**THE 360 GROUP**  
— EXPECT THE UNEXPECTED —

# The Skoll Foundation

## Chief Operating Officer

### Position Description & Candidate Profile

# Chief Operating Officer

## Location

Palo Alto, CA

## Reports to

Chief Executive Officer

## Our Client

The Skoll Foundation seeks to catalyze transformational social change by investing in, connecting, and championing social entrepreneurs and other change leaders who together advance equitable solutions to the world's most pressing problems.

[Jeff Skoll](#), the first employee and first President of eBay, created the Skoll Foundation in 1999 to pursue his vision of a sustainable world of peace and prosperity for all. The Skoll Foundation is part of the Jeff Skoll Group, which also includes Participant and the Capricorn Investment Group. The foundation is led by CEO [Don Gips](#), an Obama Administration alumnus.

The Skoll Foundation is at an exciting inflection point in its two-decade long history. With equity at the center of an evolving strategy that extends beyond its traditional focus on social entrepreneurship, the Foundation aspires to fundamentally shift the trajectory on urgent global problems including pandemics and global health systems, racial justice, climate change, effective governance, and inclusive economies. The Foundation does this by connecting social entrepreneurs and other change leaders around the world, investing in their solutions, and championing their work.

The Foundation is committed to finding new ways to streamline its operations and support the organization as it drives transformational social change on a global scale. Learn more about Skoll Foundation at [www.skoll.org](http://www.skoll.org)!

## Position Responsibilities

The Skoll Foundation is seeking a seasoned, experienced executive to be its Chief Operating Officer. Reporting to the CEO, the COO drives the execution of the Foundation's mission and strategy. The COO will be involved in driving all aspects of the Foundation's operations and will serve as the key thought partner for the CEO. The COO is responsible for the day-to-day operations of the Foundation. The COO fulfills this responsibility by working across the whole management team and other department leads. In addition to the overall management of the Foundation,

the COO has principal oversight and strategic leadership for the Skoll Foundation's financial management, legal matters, regulatory compliance, program-related investments (PRI), grants management, procurement, contracts, and information technology, exerting an influential and expert presence with senior management, the Board, and key partners. The COO leads these functions through a team of four direct reports dedicated to providing excellent service, ensuring fiduciary responsibility, and serving as business partners for staff across the Foundation. The successful candidate will have demonstrated success in driving excellence by recruiting, building, and developing individuals who perform as a results-driven team. The COO will be a creative, effective systems thinker who sees how the parts of the organization fit together to perform as an impactful, results-oriented enterprise. In addition, the COO will develop and apply thorough and insightful understanding of the Foundation's programs, its grantees, and role in driving transformative systems change.

The ideal candidate will have extensive experience driving the management and operation of organizations, drawing on senior management experience in any number of sectors, including nonprofit and/or philanthropy. The Foundation values a mix of skills in its leaders: knowing and doing expertise, combined with creating effective operating models that harmonize best practices, policies, and procedures for effective organizational management. The Foundation seeks a COO with strong leadership and managerial skills, and the ability to approach operations with creativity and a spirit of innovation and experimentation. In doing so, the COO will contribute to the Skoll Foundation's serving as a model for how foundations can support social entrepreneurship and make real change on critical issues facing today's world.

The COO will:

- In collaboration with the CEO and leadership teams, align the Foundation's organizational resources, policies, structures, and accountability practices to meet agreed-upon goals
- Lead operational planning, prioritization, and performance assessment; in other words, helping the team to understand and commit to the execution implications of strategic ideas and goals
- Establish multi-year spending plans for the Foundation, weighing choices for current deployment and longer-term stewardship of the Foundation's invested capital
- Oversee foundation governance practices, including governing documents, structures, transparency, and conflicts of interest

- Ensure that the Skoll Foundation and its operations serve as an innovative model for the fields of social entrepreneurship and philanthropy
- Partner closely with the Foundation's investment manager, Capricorn Investment Group, stewarding the Foundation's investment policy and its execution in service of the Foundation's strategy and operational priorities
- Build and nurture strategic partnerships that advance the Foundation's mission and contribute to its effectiveness; and using exemplary interpersonal and communications skills to establish relationships of trust and influence
- Provide mentorship and leadership for the professional growth of the finance and operations teams; design and recruit positions; manage, develop, evaluate, and reward performance and contributions of individuals and teams
- Work in close partnership with Talent and Culture for people operations, workforce planning, culture, and engagement activities
- Contribute actively to the creation of the Foundation's values-based culture

### **Profile of the Successful Candidate**

The Skoll Foundation is committed to diversity, inclusion/belonging, and equity, and seeks to continue to build an inclusive workforce to promote effective work in partnership with all communities. The Foundation seeks a leader with a demonstrated track record of commitment to the power of philanthropy and the common good; strong curiosity and the desire to continue learning; a collegial work style; a sense of humor; and the dedication to work hard toward the Foundation's mission of promoting philanthropy for a peaceful, prosperous and sustainable planet for all.

Within this context, the Skoll Foundation seeks a COO with the following attributes:

- Minimum of ten years at the senior executive level
- A commitment to the Skoll Foundation values, mission and vision – evidenced, in part, by exhibiting a high level of personal and professional integrity, humility and humanity
- A record of significant accomplishment in building and managing effective operating models, with a focus on planning and execution
- Strong internal service orientation background
- Experience building an inclusive intercultural environment where staff of all backgrounds and abilities can thrive
- Extensive background in finance and investments, operations, grants management, and IT

- Proven track record managing a professional staff and leading change that results in measurable outcomes
- Analytical skills and orientation toward measurement, outcomes and continuous improvement and learning
- Receptive to feedback; holding the view that mistakes or challenges are necessary ingredients for development
- Willingness and ability to challenge the status quo creatively and productively
- Demonstrated ability to work collaboratively with colleagues, encouraging team members and support of others in the performance of their responsibilities
- Excellent written, verbal, and presentation skills

Additionally, the successful candidate may also have experience in the philanthropic sector combined with nonprofit or business experience.

### Start Timeframe

We seek to have someone in place by the end of 2020.

### Compensation

This position offers a competitive salary and includes a comprehensive benefits package. We actively welcome all candidates from a wide range of backgrounds who have the skills to fulfill this role – regardless of compensation history.

### To Apply

All applications are held in strict confidence. Please submit your credentials and a letter of interest through our private applicant portal to The 360 Group at:

<https://the360group.us/portal/>

Applications should be directed to the attention of Vincent Robinson, Managing Partner. Applications will be reviewed on a rolling basis. Earlier applicants may receive priority consideration. To be considered, The 360 Group encourages all interested candidates to submit their applications promptly, via the confidential applicant portal linked above.

*At The 360 Group, we know that a richly diverse mix of professionals makes organizations more effective. Using that principle as our “North Star,” we make diversity a hallmark of our firm, and all of our search engagements.*

**Learn more about The 360 Group at [the360group.us](https://the360group.us).**