

The David and Lucile Packard Foundation

Job Title: Program Officer for Science Conservation and Science Program

Announcement Date: October 3, 2014

The David and Lucile Packard Foundation

We are a family foundation that is guided by the enduring business philosophy and personal values of Lucile and David Packard, who helped found one of the world's leading technology companies. Today, their children and grandchildren continue to help guide the work of the Foundation. Their approach to business and community participation has guided our philanthropy for 50 years. The David and Lucile Packard Foundation (Foundation) works on the issues our founders cared about most: improving the lives of children, enabling the creative pursuit of science, advancing reproductive health, conserving and restoring the earth's natural systems, and supporting and strengthening an array of local nonprofit organizations.

A staff of 115 conducts the day-to-day operations of the Foundation and a Board of Trustees oversees the work of the Foundation. David and Lucile Packard passed onto the Foundation the following core set of values: integrity, respect for all people, belief in individual leadership, commitment to effectiveness, and the capacity to think big.

The Foundation's Conservation and Science Program invests in action and ideas that conserve and restore ecosystems while enhancing human well-being. The Conservation & Science Program supports public policy reforms, changes in private sector practices, and scientific activities to develop essential knowledge and tools for addressing current and future priorities. The Conservation and Science Program supports work in four broad areas: Climate Change, Ocean and Fisheries Conservation, Western Land Conservation, and Science.

Program Officer – Science

The David and Lucile Packard Foundation is seeking an exceptional individual to lead its work on Science. The Foundation's Science subprogram supports strategic investments aimed at improving conservation decisions in the areas where the Foundation works. In addition, the subprogram provides support to the Foundation's major grantees in basic science, the Monterey Bay Aquarium Research Institute (MBARI) and the Packard Fellowships for Science and Engineering, as well as the Center for Ocean Solutions.

The Science Program Officer reports to the Director of the Conservation and Science Program. The position is based in Los Altos, California.

The Science subprogram invests in generating knowledge that could dramatically accelerate progress toward the Foundation's environmental conservation goals. Instead of the five-year strategy used to guide other subprograms, Science investments are tailored each year to the needs of the Conservation and Science (C&S) subprograms. The portfolio is reviewed annually as part of the Foundation's budget cycle.

The subprogram funds work in applied science and user engagement, including communication of scientific knowledge. The subprogram's grantmaking focuses primarily on "*Use-inspired research*." Working with C&S subprograms, Science funds research targeted to users of that knowledge. In this approach, grantees begin their research by engaging with decision makers, who commit to using the research results to make decisions within the next three years.

The primary focus of the Foundation's science grantmaking is in support of our Oceans conservation agenda, with a particular emphasis on the U.S. West Coast strategy. We anticipate that an increasing number of grants will also be made in support of our climate mitigation and land conservation goals.

The Program Officer is responsible for facilitating and maintaining a science culture within the C&S Program that is dedicated to excellence and relevance in decision making. He or she will ensure that the Foundation continues to apply sound and innovative scientific analyses in its grantmaking activities.

The Program Officer is an integral member of the C&S Program team, and will be responsible for working with program staff to identify and address science needs in all of the program's initiatives. The position calls for a sophisticated understanding of the use of science in policy, management, and business decision-making, such as might be gained, for example, through hands-on involvement and work with NGOs, governments, or the private sector. The role requires self-direction and decisiveness combined with flexibility and a capacity to give and receive feedback graciously. It is essential that the Program Officer is able to communicate complex scientific principles and issues in simple, straightforward language to many different audiences.

The Program Officer must possess excellent interpersonal skills, including respectful attitude for the work of grantees and all levels of C&S staff. In this strategic role, the PO needs to thrive in a team-based and collegial workplace.

Primary Duties and Responsibilities

The PO will perform the following and other duties as assigned:

- Manage an annual grant budget of approximately \$4 million and associated operating budget.
- Participate as a member of several teams with other POs implementing specific grantmaking strategies, including in particular the U.S. West Coast strategy.
- Empower and enable grant recipients to achieve real impact through specific policy and programmatic objectives.
- Partner with members of the program support staff and manage consultants, providing guidance and coordination on all work products.
- Clearly and consistently communicate with grant recipients and other potential partners in a transparent, timely, and respectful manner.
- Review and resolve legal, financial, and technical issues raised by specific grants and grant reports.
- Complete high quality and timely docket materials, including strategy documents, dashboards, etc.

- Think strategically and manage complex processes involving multiple institutions and individuals in a team arrangement.
- Manage grant proposal processes and contribute to the shaping of proposals as needed.
- Research and conduct analyses in areas of strategic priority.
- Ensure that strategic communications and monitoring and evaluation are fully integrated into the subprogram's grantmaking strategies.
- Develop reviews and summaries for Foundation leadership and Board members that address key activities, progress, and issues.
- Contribute actively as a member of the Conservation and Science Program Team.
- Represent the Foundation and the Conservation and Science Program to external audiences.

Professional Qualifications

- Doctorate in a relevant natural or social science field, such as ecology, economics, political science, oceanography, marine science, atmospheric science, or sociology.
- Recognition in their field of science and possessing a proven track record of success and accomplishment.
- Demonstrated experience and understanding in the role science plays in policy development and conservation of natural resources.
- Experience with project management.
- A proven record of success in working with different stakeholder groups, including NGOs, government agencies at all levels, and the private sector.
- Effective in building partnerships and networking across programs.
- Both domestic U.S. and international experience, in particular experience with the role of science in policy or management issues in the U.S.
- Intellectual agility and the ability to analyze, think strategically, and relate scientific approaches that are directly relevant to the Foundation's priority program areas.
- An understanding of science funding and science policy issues.
- Familiarity with key academic communities, NGOs, and relevant government and business settings.
- Experience with interdisciplinary research or interdisciplinary program development.

Personal Attributes

- A deep commitment to science-based conservation and the mission of the Conservation and Science Program and the Packard Foundation.
- Articulate, with proven ability to write effectively and speak persuasively. Can speak and explain complex ideas in plain English to a broad set of audiences.
- Approachable demeanor and openness to input from all levels of staff and grantees
- Highly collaborative, team player who thrives in the role of providing scientific guidance and constructive feedback on a range of issues and programs.
- Excellent interpersonal skills, including the ability to listen to others and learn from their best ideas, share best practices and experiences, and contribute to a learning environment throughout the Foundation.
- Impeccable integrity and trustworthiness, sense of humor, and diplomatic approach to problem-solving.

- Ability to consistently interact with others in a professional, courteous, and tactful manner; maintain a positive attitude and good working relationships; and work effectively in a team setting.
- Ability to work well with colleagues, consultants, funders, and grantees across many diverse cultures and backgrounds.
- Administratively self-sufficient with Outlook and MS Office Suite skills, and the ability to learn systems.
- Willingness to work on a flexible schedule, including travel within the U.S. and abroad over weekends when necessary.

Compensation and Location

The Packard Foundation offers an excellent benefits package and a competitive salary that is commensurate with experience and education. This position will be located in Los Altos, California.

To Apply

To be considered for this position, interested candidates should submit a resume, cover letter, and salary requirements to jobs@packard.org. This position will remain open until filled.

No phone inquiries please.

The David and Lucile Packard Foundation is an equal employment opportunity employer and welcomes a diverse pool of applicants.

The Foundation uses an outside firm to check the accuracy of information supplied by applicants.

Principal applicants only.

Additional information about the Foundation can be found at www.packard.org.