



SCHMIDT FAMILY
FOUNDATION

POSITION ANNOUNCEMENT

PROGRAM MANAGER, N²

Status: Full-Time/Exempt

Reports To: N² Program Lead

Location: San Francisco, California
(With Hybrid Work Option)

Apply By: December 2, 2022

The 11th Hour Project / Schmidt Family Foundation is looking for an entrepreneurial, strategic, and values-aligned Program Manager to be part of a small, nimble team leading grant making for the emerging N² Program promoting access and support for youth to thrive through nature and nurture.

ABOUT THE FOUNDATION

Established in 2006 by Wendy and Eric Schmidt, [The Schmidt Family Foundation](#) (TSFF) works to restore a balanced relationship between people and planet. TSFF pursues its mission through three innovative and thoughtful strategies: 1) The [11th Hour Project](#), 2) the [Impact Investment Program](#), and 3) [Schmidt Marine Technology Partners](#). The Schmidt Family Foundation is a private foundation with growing assets of over \$2 billion and an impact investment portfolio of approximately \$160M of AUM.

For more information on The Schmidt Family Foundation, visit: www.tsffoundation.org.

ABOUT THE POSITION

The 11th Hour Project / TSFF seeks an empathetic, entrepreneurial, and strategic Program Manager to help lead grantmaking for the N² (nature + nurture) program. The N² program supports organizations, initiatives, and movements that enable access and support for youth to thrive through nature and nurture. When we support all young people, particularly those of color, to lead and thrive through meaningful outdoor experiences we see new opportunities for broader social change. This program's impact intersects the fields of youth development and organizing, the environmental and outdoors movements, and other systems that affect youth's ability to thrive.

As this is a relatively new program, this position will be critical in shaping the program's future direction. The relationship-oriented and values-aligned Program Manager will execute all aspects related to grant making subject to all existing policies and procedures of the Foundation. A high degree of flexibility, initiative, and willingness to roll up one's sleeves in a dynamic, small-team environment are essential. This position will report to the N² Program Lead and will be based at the Foundation's offices in San Francisco with a hybrid work option to be remote some days a week.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Shape and refine program strategy for a subset of specific priorities of the N² Program in partnership with the N² team
- In collaboration with team members, identify potential opportunities for transformational change and develop grant recommendations to achieve program objectives

- Foster a dynamic, collaborative environment with other members of the team and TSFF colleagues to achieve program goals as well as TSFF goals overall
- Present grant strategy and recommendations to TSFF leadership, including the Board
- Solicit, review, and analyze grant proposals
- Prepare and complete required grant documentation
- 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
- Lead positive and productive partner and grantee relationships with a wide range of organizations and individuals
- Manage, travel for, and execute site visits to regions of geographical focus as much as needed and able
- Maintain and share knowledge of current events in the assigned strategic area as it relates to programmatic outcomes
- Build, maintain, and expand upon an existing network of thought-partners and advisors
- Represent the Foundation at conferences and gatherings
- Actively participate in affinity groups, including panel moderation, webinar coordination, and conference planning
- Other relevant special projects or initiatives that may develop at the foundation

DESIRED KNOWLEDGE & EXPERIENCE

- At least five to eight years of significant, progressively responsible work experience - with non-profit and / or volunteering experience strongly preferred - and a strong network in fields relevant to N² which could include philanthropy, environmental justice, youth development, non-profit, community organizing, etc.
- Understanding of systemic inequities, intersectionality, and social and / or environmental justice issues with a commitment to the N² program vision
- Ability to work effectively in a small organization with an emphasis on teamwork
- Proven oral and written communication and presentation skills, with the ability to actively participate in group meetings
- High emotional intelligence and/or relationship-oriented skills such as critical thinking, conflict resolution, trust building and creative problem-solving to work collaboratively with a number of diverse internal and external stakeholders from different backgrounds
- Strong project management skills and flexibility to work simultaneously on a wide range of projects while prioritizing tasks, managing time effectively, and meeting deadlines consistently requiring attention to detail and responsiveness to changing priorities
- Ability to work both as a team member and individually, with a high level of self-motivation and a positive attitude
- Comfort with managing a budget
- Proficient in Microsoft Office and/or Google Suite programs and experience using an online database strongly preferred
- Lived experience within Native American, BIPOC, and / or rural communities a plus

COMPENSATION AND LOCATION

The Schmidt Family Foundation offers a competitive salary range of \$140,000-\$150,000, commensurate with experience, and a best-in-class benefits package, including green and wellness benefits, that will be shared during the process. This position is located within reasonable commuting distance of San Francisco, with a hybrid remote/in-person arrangement possible.

HOW TO APPLY

To apply, email a cover letter that expresses both your passion for the mission and fit for the role; 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 PT on December 2, 2022. Use the subject line: Program Manager, N². Submit Microsoft Word or PDF files only (one combined PDF file is preferred). Resume review begins immediately.

Questions? Contact our recruiting partner for the position: Jeannine N. Walker, [Walker and Associates Consulting](https://www.walkerandassociates.com), at jwalker@walkeraac.com.



The Schmidt Family Foundation is an equal opportunity employer who values and supports diverse identities, experiences, and backgrounds. We encourage people from all backgrounds and industries to apply.

Furthermore, we believe that diversity fosters greater social, operational, and programmatic sustainability. Through our grant-making and related investments, we're committed to expanding and deepening our relationships with organizations led by BIPOC leaders in our community.