The 11th Hour Project, a program of The Schmidt Family Foundation, seeks a collaborative, inspiring, organized, and self-motivated Program Manager to be part of a small, supportive, and audacious team leading the Food & Agriculture Program designed to support a transition of food and agriculture systems from consolidated, fossil-fuel intensive industries toward regenerative, regionalized food economies that provide compounding ecological, social, and health benefits to all communities.

ABOUT THE FOUNDATION & THE 11TH HOUR PROJECT
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.

As a program of TSFF, the 11th Hour Project provides grants to qualified 501(c)3 organizations that are committed to promoting a responsible relationship with the planet’s food, water and energy resources. Our team works at the nexus of energy, food and agriculture, and human rights. For us, growing beyond a linear economy based on extraction and waste towards a regenerative economy means advancing frameworks that value healthy ecosystems, active civic engagement, and social fairness.

ABOUT THE POSITION
The 11th Hour Project is looking for an exceptional person to join our two-person Food & Agriculture team. The Program Manager – Food & Agriculture will help refine and implement our strategies for working at the intersection of healthy soil and healthy communities while executing all aspects related to grant-making subject to all existing policies and procedures of the Foundation. A high degree of flexibility and willingness to roll up one’s sleeves in a dynamic, small-team environment are essential. The Program Manager will primarily focus on our portfolio in California.

The Program Manager must have an excellent work ethic, be highly skilled at setting priorities, and possess a willingness to jump in with both feet. The successful candidate will be confident, smart, and highly productive quick study who thrives in a high-performing organization.

This position reports to the Program Director for the Food & Agriculture Program.
**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Program Strategy & Grants Management**
- Participate actively in supporting a program-wide strategy that aligns with the organizational mission of The 11th Hour Project
- In collaboration with team members, manage and refine the California program strategy
- Engage in ongoing research in a defined area, identify potential opportunities for transformational change, and develop grant recommendations to achieve program objectives
- Gather and analyze monitoring and evaluation data to assess program impacts, gaps, and challenges in the program’s strategy, and generate learning that informs future grant-making
- Maintain/share knowledge of current events in our strategic areas as it relates to programmatic outcomes
- Manage and execute site visits to regions of geographic focus across California
- Solicit, review and analyze grant proposals
- Prepare and complete grant documentation for approval by the Program Director
- In collaboration with the Program Director, periodically present grant strategy and recommendations to Executive Director and Board
- Maintain grant files, including contact management, evaluations and metrics reporting
- Execute other projects and activities, as assigned

**Network Building**
- 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
- In partnership with Program Director, develop funding coalitions for strategic priorities

**Organizational Management**
- Work closely with grants administration and finance teams to ensure grants are processed and managed in a timely, accurate and compliant manner
- Foster a dynamic, collaborative environment with other members of The 11th Hour Project teams and TSFF management to work together to achieve program goals as well as TSFF goals overall

**SKILLS & EXPERIENCE DESIRED**
- Ability to foster passion for the mission of the Food and Agriculture Program and The Schmidt Family Foundation
- Grounded in a holistic, in depth understanding of systemic inequities and committed to racial and environmental justice
- Bachelor’s degree in a related field, or equivalent education with a record that demonstrates suitable preparation for the position
- Experience in project and program administration and proven project management skills
- 3+ years of experience with and knowledge of the Food & Agriculture space
- Ability to work in a small organization with an emphasis on teamwork
- Articulate writer and oral communicator with strong presentation skills and the ability to actively participate in group meetings
• Proven critical thinking, conflict resolution and interpersonal skills to interface and coordinate professionally with a number of diverse internal and external contacts, including grantees, vendors and fellow team members
• Ability to understand organizational structure and work through administrative systems with a keen attention to detail
• Ability to be flexible and forward-thinking to envision and enact solutions
• Ability to work on a wide range of projects, prioritize tasks, manage time effectively and meet deadlines
• Ability to work as a team member and individually, with a high level of self-motivation
• Demonstrated expertise in successfully managing a budget
• Fluency in MS Office and Google Docs with experience using an online database strongly preferred
• Willingness to travel up to 30-40%

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, April 17, 2020. Use the subject line: Program Manager – Food & Agriculture. Submit Microsoft Word or PDF files only (one combined PDF file is preferred). Resume review begins immediately.


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.

The 11th Hour Project believes that diversity brings about greater sustainability on all levels and aims to use its resources to generate greater social and environmental diversity through its grant-making and other related investments. Candidates who contribute to this diversity are strongly encouraged to apply.