

**POSITION ANNOUNCEMENT:**

**DEPUTY DIRECTOR  
Tempest Advisors**

*Status: Full Time, Exempt  
Reports To: Executive Director  
Location: San Francisco, CA  
Apply By: January 3, 2022*

**Tempest Advisors**

Based in downtown San Francisco, Tempest Advisors provides professional philanthropic consulting services to Sea Change Foundation and Sea Change Foundation International – the climate-focused philanthropies of Nat Simons and Laura Baxter Simons. Consulting support is focused on the serious threat posed by climate change and the role of philanthropy in climate change mitigation. The Tempest team is high performing, collaborative, and mission driven. We foster a collegial, ambitious, solution-oriented culture and a willingness to develop creative approaches to addressing climate change.

**The Opportunity**

Tempest Advisors seeks a collaborative and solutions-oriented Deputy Director to join its small team of professionals to accelerate and improve efforts to mitigate climate change in the United States and around the world. This is a rare and exciting opportunity to help lead and manage a dynamic organization advising the distribution of millions of dollars in annual grants focused on climate change mitigation.

Reporting to the Executive Director, the Deputy Director will have primary responsibility for ensuring effective execution of the organization’s philanthropic advisory services and will manage Tempest Advisor’s business operations. The Deputy Director will be a senior leader focused on the internal workings of the firm from planning and budgeting to team and process development as well as some external priorities such as collaboration with other philanthropic family offices and coordination with partners focused on climate donor engagement. The Deputy will also assist the Executive Director with other aspects of the Tempest Advisor’s management, as needed, including responding directly to requests from the firm’s clients. Qualified candidates will be experienced, approachable, detail-oriented, and able to manage a large number of varied projects simultaneously.

**Key Responsibilities**

*Organizational Development and Operations*

- The Deputy Director will have lead responsibility for all organizational development and operational functions and will work to ensure the firm consistently pursues best practices and systems improvements.
- Principal responsibilities in this arena include grant docket process management, board meeting materials development, annual planning, contract review, and grant evaluation

processes, as well as overseeing budget development and financial tracking.

### *Staff Leadership and Development*

- The Deputy Director will directly manage a small team of operational staff and will initiate and lead staff development functions for the organization. They will have the leadership experience to help staff members excel in their respective areas and the process and team development skills to ensure highly effective cross-departmental coordination.
- The Deputy will manage all aspects of human resource development working in partnership with Pi Advisors, the Simons Family office.
- The Deputy will have responsibility for training, oversight of knowledge management, leadership of semi-annual performance management processes, and consistent attention to cultivating a productive and healthy organizational culture.

### *Planning and Evaluation*

- In partnership with the Executive Director, the Deputy Director will coordinate the annual strategy setting process to ensure clear outcomes are developed and ensure the firm's organizational functions facilitate these priorities.
- The Deputy will refine and manage grant and strategy evaluation processes to ensure continual learning is reflected in the ongoing grantmaking operations.

### *Client and Philanthropic Partner Engagement*

- The Deputy Director will work directly with the firm's clients and philanthropic partners, including foundations and individual donors, on organizational development, priority setting, and administrative issues.
- The Deputy will collaboratively identify options and provide solutions in ways that meet the needs of clients and other philanthropic partners.

### *Other Executive Functions*

- The Deputy Director will serve as the primary back-up to the Executive Director and may be asked to step in to act on behalf of the Executive Director in additional ways not listed here. The job responsibilities are not static and are likely to evolve over time.

## **The Ideal Candidate**

Tempest Advisors is seeking a Deputy Director with the following key experiences and competencies:

- Superb organizational development and management experience including expertise in operations, human resource development, process and systems thinking, and financial oversight
- Ability to foster and contribute to a strong sense of community with colleagues, partners and clients
- Experience in the philanthropic or nonprofit sectors with a commitment to helping lead a mission-driven philanthropic services organization
- Comfort cultivating a service-oriented work environment, proposing options and innovative approaches to clients while consistently supporting the clients' ultimate decisions on these ideas
- Ability to consider multiple points of view, encourage constructive discussion, and

- cultivate a team setting where candid and respectful feedback is encouraged
- Ability to thrive when self-starting in a results-driven work setting
- A minimum of ten years of relevant work experience
- An undergraduate degree in a relevant field

Ideal candidates might also bring the following highly desirable, but not required, experiences and competencies:

- A deep interest in addressing the climate crisis
- Lived experience being disproportionately impacted by climate inequities
- Direct experience working on climate change issues
- An advanced degree in a relevant field

Tempest Advisors seeks candidates with the poise, judgment, and discretion to work with clients and partners who prefer to maintain a low public profile; who are driven by active inquiry and learning; and who possess an intellect that thrives when creatively synthesizing ideas and input from a variety of sources to address complex problems. Candidates should bring an energetic, flexible, and collaborative disposition rooted in a direct, honest, and respectful approach to problem solving.

### **Compensation, Benefits & Work Requirements**

Compensation is competitive and commensurate with expertise and previous experience. Excellent employer-paid benefits are offered, including medical, dental and vision; a 2:1 matching retirement plan. This is an exempt position and requires presence in the San Francisco office on a full-time basis. Additionally, domestic and international travel a few times per year is likely. A background check, full COVID-19 vaccination, and acceptance of a non-disclosure agreement will be required.

### **The Application Process**

Tempest Advisors is partnering with Walker and Associates Consulting – a Bay Area-based Black- and woman-owned strategic management consulting and search firm – to facilitate this search. To apply, email a cover letter, resume, and list of three references (references will not be contacted without your advanced notice) to [tempestadvisors@walkeraac.com](mailto:tempestadvisors@walkeraac.com) by Monday, January 3, 2022. Use the subject line: Deputy Director. Please submit PDF or Microsoft Word files only, preferably with all materials in one combined file. Resume review begins immediately. *Questions or Nominations?* Contact Jeannine N. Walker at [jwalker@walkeraac.com](mailto:jwalker@walkeraac.com).

*Tempest Advisors is an equal opportunity employer who encourages leaders with unique perspectives and backgrounds that are underrepresented in the climate space to apply and considers all applications without regard to race, color, religion, creed, gender identity, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.*