

Position title: Program Officer, Marine Microbiology Initiative
Reports to: Program Director
Location: Palo Alto, CA
Date: November 21, 2014

About the Foundation

The Gordon and Betty Moore Foundation works to find and support the bold ideas that will create an enduring impact in science, environmental conservation, and patient care.

Our approach

The opportunity to create lasting, meaningful change drives our team members and our approach to the work: we establish specific strategies based on input from experts in the sectors where we work, identify partners who share our goals and measure results along the way—all while making adjustments as needed. We build relationships and fund work in areas where we hope to make a significant impact, build and leverage knowledge within key fields and create networks intended to drive collaboration, learning and adaptation. We're OK with failing, as long as we learn from our mistakes. And we know that working together expands our ability to drive meaningful change.

Our focus

We welcome ideas that map to the goals that we're striving to reach—and the enduring impact that we're working to create around the world and here at home.

We focus on work in the three areas that our founders are committed to improving: science, environmental conservation, and patient care. In addition, we support land conservation in the San Francisco Bay Area, which has provided for the quality of life that Gordon and Betty have enjoyed with their family.

Foundation facts

- Headquartered in Palo Alto, CA
- \$6+ billion in assets
- Annual Foundation budget of over \$300 million
- About 100 employees
- Four program areas
 - Science
 - Environmental Conservation
 - Patient Care
 - A San Francisco Bay Area Program that focuses on these same issues locally

Marine Microbiology Initiative with the Science Program

The Marine Microbiology Initiative (MMI) seeks to gain a comprehensive understanding of marine microbial communities, including their genetic diversity, composition and function; their ecological role in the oceans; and their contribution to ocean health and productivity.

More information about MMI can be found at <http://www.moore.org/programs/science/marine-microbiology-initiative>.

The Position

The Foundation is seeking an accomplished scientist with expertise in a biological, oceanographic or other field relevant to marine microbial ecology, a passion for broad scientific inquiry and advancement, and excitement about MMI's goals. The primary responsibilities are to implement MMI's strategies, manage a multi-million dollar portfolio of high impact grants, and enhance the Foundation's impact in the field of marine microbial ecology.

Key Responsibilities

Strategy Implementation

- Implement and manage strategies to ensure achieving MMI's intended outcomes and impact.
- Enable successful grant outcomes through risk identification and mitigation and using adaptive management to increase impact of individual grants and grant portfolios.
- Cultivate deep and broad domain expertise and make decisions on the basis of knowledge, analysis, and external input.
- Track trends and synthesize knowledge relevant to the grant portfolio issue areas.
- Gather data to evaluate the success of grants and strategies.
- Present proposed grants and Initiative progress to fellow staff and the Board of Trustees.
- Analyze and report on media, news outlets, and scientific journals and share relevant information with the team.

Collaboration

- Identify opportunities and implement activities to achieve and enhance grantmaking, including meetings, collaborations, and partnerships.
- Create linkages among grantees and other stakeholders to add value to the field.
- Represent the Foundation to the community, manage expectations of external parties, and work with relevant parties to achieve program objectives.
- Actively participate in Science Program and Foundation meetings, trainings, and other activities.

Grantmaking and Management

- Source, develop and manage grants in his/her portfolio.
- Coordinate review processes for grant proposals and competitions, as needed.
- Analyze current and prospective grantees' legal and financial status.
- Review grantee narrative and financial reports.

Experience and Education

The ideal candidate will have:

- A PhD in the biological and/or ocean sciences domains, preferably in the marine microbial ecology field or a closely related discipline.
- Substantive post-PhD work, which may include experience with competing for and managing grants, independent research, strategy development, consensus-building, policy, leadership with organizations within or outside academia, etc.
- A good understanding of the research enterprise in major research universities and institutions.
- A strong interest in a breadth of scientific disciplines across the biological and ocean sciences domains.
- The ability to synthesize information and ideas across a diverse landscape of scientific issues and to come up to speed quickly in new areas.

Competencies and Attributes

The ideal candidate will also have:

- A strong team orientation, positive attitude, integrity, self-motivation, discipline, and reliability.
- Demonstrated initiative and the ability to plan and think strategically about program design and implementation, set realistic goals and objectives, effectively balance multiple priorities, and excellent time management skills.
- Ability to work proactively and take initiative while consulting with the Program Director as appropriate.
- Ability to think critically and exercise judgment to determine appropriate courses of action.
- Strong attention to detail and organizational skills.
- Excellent written and oral communication skills, including the ability to synthesize material and to identify major opportunities in a specific area.
- Demonstrated strong interpersonal skills, with an ability to develop productive relationships with colleagues, grantees, stakeholders and others in an ongoing and multifaceted partnership.
- The personal presence to represent the Foundation in diverse forums and to establish and maintain organizational relationships.
- The personal motivation to exhibit the Foundation's values and support the Foundation's mission, vision, and goals.
- Ability to travel locally, nationally, and internationally as needed to achieve the goals of MMI, the Science Program and the Foundation (up to about 25% of the time).

Desired Behavioral Characteristics

The ideal candidate will also demonstrate the following behaviors, which are the hallmarks of our culture and characterize how we strive to do our work with each other and our partners:

- Practice courageous conversations
- Build trusted relationships
- Move with speed
- Build high-performing teams
- Focus on what matters
- Take smart risks
- Plan outcomes, learn and adapt

Compensation and Benefits

Compensation includes a competitive base salary and an excellent package of health, retirement savings and other benefits.

Application Process

To apply, please visit our careers page at <http://www.moore.org/about/careers> to submit your cover letter, resume and application.

Applicants must be legally authorized to work in the United States. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the ordinance.

The Gordon and Betty Moore Foundation is an equal opportunity employer. All correspondence will remain confidential.