

MARTHA MONTAG BROWN & ASSOCIATES, LLC

Consultants In Executive Search - Placing Leaders With A Purpose

PROGRAM DIRECTOR MARINE MICROBIOLOGY INITIATIVE GORDON AND BETTY MOORE FOUNDATION

The Opportunity

The Gordon and Betty Moore Foundation (GBMF) is seeking a new Program Director to lead the next phase of the Foundation's Marine Microbiology Initiative (MMI). The Program Director should be an accomplished senior scientist with expertise in a biological, oceanographic or other field relevant to marine microbial ecology, a scientific leader with substantive experience as a researcher and strategic thinker, and passion for the innovative work of the Marine Microbiology Initiative,

The goal of the Marine Microbiology Initiative is to support research targeted at a comprehensive understanding of marine microbial communities including genetic diversity, composition, function, and the ecological role of microbial communities in the oceans and how they contribute to ocean health and productivity.

In the first phase of the Initiative (starting in 2004), marine microbiology was transformed by applying emerging genomics technologies to reveal the immense diversity of microorganisms in the oceans. In its next phase, the Initiative will tackle another critical issue identified as both a challenge and an opportunity: how and why the multiple species in the ocean interact and the functional consequences of those interactions. The goal is to establish a new paradigm for uncovering the underlying principles that govern inter- and intra-domain microbial interactions and that influence the flow of nutrients in representative marine microbial ecosystems. Research will explore all major domains of life: bacteria, archaea, single-celled eukaryotes and the viruses that infect them.

The new Program Director will build on the important work completed in the first phase of MMI and lead MMI in directing grants and other strategic approaches to dramatically increase the mechanistic understanding of *how and why* food webs and biogeochemical cycles function in representative marine communities.

The Program Director will be accountable for developing and executing the overall Initiative strategy to ensure that Initiative outcomes and intended impact are achieved, and for ensuring that high impact grants and other change-making mechanisms are used to achieve the outcomes.

Reporting to the Chief Program Officer for Science, the Program Director will lead a team of two Program Officers and a Program Associate. The position is based in Palo Alto, California.

The Foundation

Established in September 2000, the Gordon and Betty Moore Foundation seeks to advance environmental conservation and scientific research around the world and improve the quality of life in the San Francisco Bay Area. The Gordon and Betty Moore Foundation is among the top ten largest foundations in the U.S. and one of the largest private funders of environmental conservation and non-biomedical science in the world.

The Foundation is devoted to the inspirational vision articulated by its founders: “creating positive outcomes for future generations.” This vision guides its mission: “to achieve significant, lasting and measurable results in environmental conservation, science and the San Francisco Bay Area.” A set of core values—impact, integrity, disciplined approach, and collaboration—directs the Foundation’s work.

Gordon and Betty Moore Foundation

- Headquartered in Palo Alto, CA
- Over \$5 billion in assets
- Annual Foundation budget of ~\$270 million
- ~80 employees
- Three program areas
 - Environmental Conservation
 - Science
 - San Francisco Bay Area

For more information, please visit www.moore.org

Key Responsibilities

The Program Director will be accountable for developing, executing and adaptively managing overall the Initiative strategy to ensure that Initiative outcomes and intended impact are achieved.

Moreover, the Program Director will be responsible for addressing the following action items:

Foundation Strategy

- Actively participate in and support Foundation-wide strategy and execution as requested.

External Relationship Management

- Build effective relationships and partnerships with grantees and community.
- Represent Foundation to community, manage expectations, and influence relevant parties to achieve program objectives.
- Support less experienced program staff to develop relationships.

Strategic Development and Implementation

- Develop and implement overall Initiative strategies to ensure achievement of intended outcomes and impact.
- Conceptualize / lead development of Initiative level strategies and theories of change.
- Cultivate deep domain expertise and make decisions on the basis of knowledge, analysis, and external input.
- Help guide / challenge thinking of other team members; integrate team problem-solving at portfolio level.
- Adapt to address changing conditions; evaluate impact, present initiative-wide progress to the Board.
- Apply strategic resource allocation and adhere to operating budget.

Change Making

- Ensure that Initiative impact is enhanced through activities beyond grant making including strategic planning advice, convening, and disseminating successful approaches.
- When appropriate, engage directly with partners and other key actors to drive change efforts.
- Continuously seek ways to increase impact and coordination in the field.

Management

- Manage a team of Program Officers and a Program Associate towards the implementation of a Board-approved strategy.
- Align team and individual goals with Foundation goals.
- Provide quality control, guidance and feedback to support reports in achieving goals.

Proactive Sourcing of Grants

- Source and pursue high-potential grant opportunities.

Grant Making and Monitoring

- Oversee the development of portfolio of grants.
- Identify opportunities for grants and portfolios of grants to be coordinated to enhance impact.
- Ensure high-quality grants.
- Ensure that risk mitigation strategies are developed and implemented.
- Conduct grant writing and related tasks.

Key Qualifications

Beyond these objectives, the Program Director should ideally possess the following professional qualifications and personal attributes:

Professional Qualifications

- A PhD in a biological, oceanographic or other field relevant to marine microbial ecology.
- Substantial program experience in a biological, oceanographic or other field relevant to marine microbial ecology.
- Deep knowledge of relevant concepts, trends and issues in marine microbiology or other relevant fields, related grants, issues and stakeholders.
- Demonstrated ability to be a strategic forward thinker.
- Demonstrated ability to manage, motivate and delegate to others.
- Demonstrated ability to make programmatic decisions on the basis of knowledge, analysis, external input and objective due diligence.

Personal Competencies and Attributes

Problem solving

- Think critically and provide practical solutions based on thorough analysis in the face of real-time issues.

Customer service

- Provide courteous and responsive support, while balancing the requirements to adhere to legal requirements and Foundation policy.
- Develop departmental priorities aligned with program and organizational priorities and needs, with the goal of maximizing Foundation impact.

Project management and quality of deliverables

- Deliver high quality products in a timely and efficient manner.
- Mobilize resources to develop and implement work plan to achieve goals.
- Bring and incorporate the best current thinking within an individual's functional area to the Foundation.
- Maintain awareness of current standards and processes.
- Employ speaking, writing, listening and critical reading skills.
- Share relevant information in a timely, structured and synthesized manner.
- Contribute to the team and to the Foundation (includes administrative skills, coaching, managerial / leadership skills).

Leading and Inspiring

- Create a clear and compelling vision for achievement and leads efforts that positively impact the Foundation.
- Empower others to use their talent and capabilities to take thoughtful risks with the intent to drive impact and make change.

Demonstrating Integrity and Fairness

- Serve as a role model to others and act in accordance with the Foundation's values.
- Foster a work environment that promotes the highest levels of integrity and honesty; able to work through and resolve complex ethical issues.

Managing Talent

- Provide consistent direction and feedback to develop staff, and appropriately identify and coach individuals towards achieving their potential.

Managing Performance

- Implement the Foundation's Performance Management Process with integrity, including ensuring that each team member has clear and timely objectives; regularly meet with direct reports to monitor and coach performance; appropriately address performance deficiencies.
- Coach team to achieve "stretch" performance under difficult and challenging conditions.

Compensation

Compensation for the Program Director includes a competitive base salary, a performance incentive plan, and an excellent package of health, pension, and other benefits.

Application Process

Interested applicants should send a cover letter, resume and salary information by email to:

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