

MARTHA MONTAG BROWN & ASSOCIATES, LLC

Consultants In Executive Search - Placing Leaders With A Purpose

PROGRAM OFFICER
PHYSICAL SCIENCE
GORDON AND BETTY MOORE FOUNDATION

The Opportunity

The Gordon and Betty Moore Foundation is seeking an accomplished scientist with expertise in a physical science or engineering domain, a passion for broad scientific inquiry and advancement, and excitement for identifying and funding emerging areas of science that foster transformative discoveries.

The Foundation's Science Program seeks to make a significant impact on the development of provocative, transformative scientific research, and increase knowledge in emerging fields by investing in the work of researchers and organizations at the frontiers of science. The Science Program supports fundamental research and engineering across the life, physical, engineering and information sciences. In addition to funding long-term initiatives, grant dollars are allocated to special and opportunistic science projects with a potential for high impact. Additional information can be found at www.moore.org.

The Program Officer will be a core member of the ten-person Science Program team and will be responsible for creating and overseeing a multi-million dollar portfolio of high impact physical science-focused grants. Specifically, the Program Officer will be responsible for: 1) sourcing, developing and managing all grants in his/her portfolio; 2) overseeing convenings, collaborations and partnerships; 3) partnering with grantees and creating linkages that add value to the field; 4) representing the Foundation to the community; 5) cultivating broad domain expertise across multiple fields; and 6) tracking trends and synthesizing knowledge relevant to the grant portfolio issue areas. The Program Officer position reports to the Science Program Director of the Science Program. The position is based at Foundation headquarters in Palo Alto, CA.

The ideal candidate is an individual with a PhD in physical science or engineering and five plus years experience in relevant post-PhD work leading a research group or scientific research initiative in an academic, business, non-profit, or government setting or other relevant experience. An understanding of the research enterprise in major research universities and institutions in the U.S. is desired. Candidates must demonstrate expertise in a specific scientific field, but also have a passionate curiosity about a broad range of scientific problems and be

able to synthesize information and ideas across a diverse landscape of scientific issues. Candidates should also have exceptional analytical, written and verbal skills and highly developed interpersonal and collaboration skills.

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 ~\$250 million
- ~80 employees
- Three program areas
 - Environmental Conservation
 - Science
 - San Francisco Bay Area

For more information, please visit www.moore.org.

Key Responsibilities

This Program Officer will work within the Science Program and will have specific responsibilities in the following areas:

- Strategy Development, Implementation and Monitoring. Develop and implement strategies and sub-strategies to ensure achievement of intended outcomes and impact for science, including portfolios of grants. Cultivate deep and broad domain expertise and make decisions on the basis of knowledge, analysis, and external input. Develop and implement well-vetted theories of change that test assumptions, challenge thinking and address

changing conditions. Ensure successful grant outcomes through risk identification and mitigation and adaptive management to increase the impact of individual grants and grant portfolios. Research strategic science issues that align with program goals. Help to gather data and evaluate success of grants and strategies. Manage and synthesize knowledge. Track trends. Present proposed program strategies and progress to fellow staff and the Board of Trustees.

- Change making/Collaboration. Identify opportunities and implement activities to achieve and enhance grantmaking, including convening, dissemination, collaborations and partnerships with internal and external parties, etc. Create linkages that add value to the field. Represent the Foundation to the community, manage expectations, and work with relevant parties to achieve program objectives.

Qualifications

- A PhD in a physical (non-biological) science or engineering domain.
- Five plus years of substantive, relevant post-PhD work in at least one field mentioned above.
- Experience leading a research group or scientific research initiative in an academic, business, non-profit or government setting with a demonstrated capability of obtaining competitive grants to support that research is desired.
- A strong interest in a breadth of scientific disciplines across the physical, science domain, the ability to synthesize information and ideas across a diverse landscape of scientific issues and to “come up to speed” quickly in new areas.
- An understanding of the research enterprise in major research universities and institutions in the U.S.
- Demonstrated initiative and the ability to plan and think strategically about program design and implementation, manage large projects and budgets, set realistic goals and objectives, effectively balance multiple priorities, and excellent time management skills.
- Excellent written and oral communication skills, including an 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 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 the Science Program and the Foundation.

Compensation

Compensation for the Program Officer 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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