

**The David and Lucile Packard Foundation**  
**Program Officer – Western Pacific Coastal and Marine Conservation**  
**Los Altos, California**  
**Full Time**

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**About the Organization**

The David and Lucile Packard Foundation is a family foundation that is guided by the enduring business philosophy and personal values of Lucile and David Packard, who helped found one of the world's leading technology companies. Their approach to business and community participation has guided our philanthropy for nearly 50 years. Today, their children and grandchildren continue to help guide the work of the Foundation. The Foundation makes grants at the local, state, national, and international level.

They work on the issues their founders cared about most, which are

- Improving the lives of children
- Enabling the creative pursuit of science
- Advancing reproductive health
- Conserving and restoring the earth's natural systems

The Foundation expects to grant awards of up to \$234 million in 2011. A staff of 100 conducts the day-to-day operations of the Foundation and a Board of Trustees oversees the work of the Foundation. David and Lucile Packard passed onto the Foundation the following core set of values: integrity, respect for all people, belief in individual leadership, commitment to effectiveness, and the capacity to think big.

The Western Pacific Coastal and Marine Conservation subprogram is dedicated to the long-term conservation and responsible stewardship of critical coastal habitats and resources in the region, with a particular focus on eastern Indonesia, Palau, the Federated States of Micronesia, Fiji, the Solomon Islands, and Papua New Guinea. The subprogram is committed to helping people develop the knowledge, skills, and institutions needed to conserve these coastal ecosystems, and the sustainable livelihood and health of those who rely upon them. A complete description of the Western Pacific strategy can be downloaded from the Packard Foundation's website.

**Program Officer – Western Pacific Coastal and Marine Conservation**

The David and Lucile Packard Foundation is seeking an exceptional individual to lead its Western Pacific subprogram. The Program Officer will manage a grant budget of \$4 million and lead the design and implementation of the subprogram's grantmaking strategy. This position will work closely with grantees to achieve strategic policy and programmatic outcomes in the Western Pacific region. In 2012, this position will also play a crucial role in developing a new, five-year strategy for the subprogram. The Program Officer will report to Dr. Walter Reid, Program Director, Conservation and Science Program, and will work closely with a Program Associate and a consultant based in or near the Western Pacific. This is an excellent opportunity for a professional with regional expertise and a desire to work at the interface of conservation, community development, and policy.

### **Primary Duties and Responsibilities**

The Program Officer – Western Pacific Coastal and Marine Conservation will perform the following and other duties as assigned:

- Manage a grant budget of approximately \$4 million, ensuring effective allocation of resources to grantees in the Western Pacific region.
- In partnership with Foundation staff and other organizations, lead the design of the subprogram's five-year grantmaking strategy.
- Empower and enable grant recipients to achieve real impact through specific policy and programmatic objectives.
- Manage two subprogram staff, providing guidance and coordination on all work products.
- Clearly and consistently communicate with grant recipients and other potential partners in a transparent, timely, and respectful manner.
- Review and resolve legal, financial, and technical issues raised by specific grants and grant reports.
- Complete high quality docket materials, including strategy documents, dashboards, etc.
- Think strategically and manage complex processes involving multiple institutions and individuals in a team arrangement.
- Manage grant proposal processes and contribute to the shaping of proposals as needed.
- Research and conduct analyses in areas of strategic priority.
- Develop reviews and summaries for Foundation leadership and board members that address key activities, progress, and issues.
- Contribute actively as a member of the Conservation and Science program team.
- Represent the Foundation and the Conservation and Science program to external audiences.

### **Professional Qualifications**

The successful candidate will have the following minimum qualifications:

- 5–10 years of relevant experience
- A graduate level degree in a related field (or equivalent experience)
- Recognition as a sustainable development and/or conservation leader
- International experience including significant experience in the Western Pacific and/or Southeast Asia
- Familiarity with key NGO, academic, and governmental institutions involved with coastal and marine issues in the Western Pacific region
- Experience working with a variety of stakeholders, including NGOs, government agencies, and the business sector
- Demonstrated success in program development, evaluation, and management
- Staff management experience, with the ability to motivate and inspire team members
- Intellectual agility and ability to analyze, conduct research, think critically, and understand scientific and policy studies that are directly relevant to programmatic funding areas
- Exceptional written and oral communication skills
- Ability and willingness to participate in and coordinate administrative duties as required
- Experience with grantmaking desirable but not necessary
- Fluency in Bahasa Indonesia desirable but not necessary

### **Personal Attributes**

The following personal attributes are desired:

- Approachable demeanor, and openness to input from all levels of staff and grantees
- Excellent interpersonal skills, including an ability to listen to others and learn from their best ideas
- Impeccable integrity and trustworthiness, sense of humor, and diplomatic approach to problem-solving
- Ability to work effectively in a team setting
- Willingness to work on a flexible schedule, including travel within the U.S. and abroad over weekends when necessary

### **Compensation and Benefits**

The Packard Foundation offers an excellent benefits package and a competitive salary that is commensurate with experience. This position will be located in Los Altos, California.

### **To Apply**

To be considered for this position, interested candidates must follow the link below to submit a resume, cover letter, and salary requirements. CEA Recruiting is assisting the Packard Foundation with this search. Please direct all applications and inquiries to CEA Recruiting. This position will remain open until filled.

[http://www.ceiconsulting.com/what/position\\_details.aspx?client=CEA&jobId=173](http://www.ceiconsulting.com/what/position_details.aspx?client=CEA&jobId=173)

*The David and Lucile Packard Foundation is an equal opportunity employer and welcomes a diverse candidate pool for this search. The Foundation uses an outside firm to check the accuracy of information supplied by applicants.*

*CEA Recruiting works with leading environmental nonprofits, foundations, and businesses to recruit top talent and design effective organizational staffing strategies. For more information, visit [www.cearecruiting.com](http://www.cearecruiting.com).*