

EMPLOYMENT OPPORTUNITY
The David and Lucile Packard Foundation
Population and Reproductive Health Program

Job Title: Program Officer
Job Number: 10-07-3100R

The David and Lucile Packard Foundation (the Foundation) is recruiting a Program Officer (PO) for the Population and Reproductive Health (PRH) Program to lead grantmaking in the South Asia subprogram. The Population and Reproductive Health Program has two goals to: 1) slow the high rate of population growth in order to contribute to sustainable development and 2) enhance reproductive health and rights. These goals are pursued within four subprograms: Global, the United States, Sub-Saharan Africa, and South Asia (SA). The South Asia subprogram makes grants in selected geographies in India and Pakistan and includes targeted strategic initiatives in the region. The South Asia grantmaking subprogram is focused on two priority issues: addressing early and frequent childbearing by improving youth sexual and reproductive health; and reducing the burden of unsafe abortion through improved access to safe abortion and/or post abortion care. In support of these goals, the program has a particular emphasis on partnering with efforts that promote girls' education and empowerment and that support women leaders. Our grantmaking in the region seeks to create systems-level impacts in the public, private and social sectors. The grantmaking budget for the South Asia program is approximately \$6 to \$7 million annually.

About the David and Lucile Packard Foundation

The David and Lucile Packard Foundation is a private family foundation created in 1964 by David Packard (1912-1996), co-founder of the Hewlett-Packard Company, and Lucile Salter Packard (1914-1987). The Foundation provides grants to nonprofit organizations to improve the lives of children, enable the creative pursuit of science, advance reproductive health, and conserve and restore the earth's natural systems.

As of December 31, 2009, the Foundation's investment portfolio totaled approximately \$5.5 billion. The Foundation has a grantmaking budget of approximately \$236 million for 2010. A Board of Trustees, which currently has fourteen members, half of whom are from the founders' family, provides direction and sets the priorities for the Foundation. A staff of 100 under the president and CEO conducts the day-to-day operations in a way that seeks to honor David and Lucile Packard's core values: integrity, respect for all people, belief in individual leadership, commitment to effectiveness, and the capacity to think big. More information about the PRH Program and Foundation can be found at www.packard.org.

Staffing Structure

The PO reports to the Program Director of the PRH Program. The PO will join a team of 10 staff members based in Los Altos, California, and will be expected to work closely with them to form a cohesive team. In addition,

the PO works with advisors in the region who are administered by the Public Health Institute (PHI) of Oakland CA and provide administrative and technical support to the grantmaking. In South Asia, the technical support teams are based in Delhi, India and Karachi, Pakistan and includes two Country Advisors and support staff.

Job Responsibilities

The Program Officer provides leadership to the grantmaking in the subprogram and assists the Program Director in setting the direction for the overall PRH program. Specific duties include:

- Develop and/or refine/revise strategic plans and supporting documents (logic model, dashboard, and theory of change for the South Asia subprogram)
- Articulate and explain subprogram strategies within and outside the Foundation
- Design and participate in monitoring, learning, and evaluation activities to inform strategic priorities, and build knowledge in the field and the program
- Develop and manage grant and administrative budgets for the South Asia subprogram and contribute to program grant budget development
- Ensure timely development of proposals and preparation of the quarterly docket/Board materials under the direction of the Director and the senior management team
- Work with country teams, and where relevant with other funders to support organizations in the development of grant proposals including meaningful indicators, grant outcomes
- Set clear expectations with grantees regarding process and timing of proposal and report submissions; review all reports and provide feedback to grantee partners
- Oversee monitoring, implementation, and evaluation of the subprogram strategies through site visits (usually twice a year), subprogram reviews, meetings with donors, review of reports, and regular communications with consultants, colleagues, and others
- Manage coordination between the country advisors in Pakistan and India and the regional learning and advocacy work
- Manage relationships and coordination with other donors in support of strategic goals
- Stay abreast of relevant developments in the field, through the review of professional literature and articles, and participation in relevant conferences and learning events
- Provide oversight for special programs or initiatives within the context of the subprogram
- Participate in other Foundation programs that provide financial support to the grantmaking function, including the Organizational Effectiveness program and Program Related Investments, etc. as requested by the Director and the Foundation

Knowledge and Skills

We seek a Program Officer with an advanced degree in any of the following fields of study: population studies, public health, social sciences, humanities, or related field and 5-7 years of related work experience and the following attributes:

- Broad exposure to social, economic, public health, and environmental issues relevant to population and reproductive health at an international level
- Demonstrated skills working in multicultural contexts
- Demonstrated success in building and implementing program strategies that mobilize diverse groups of people for social change in Population and Reproductive Health or a related field.
- Interpersonal skills to work effectively with colleagues, government officials, private sector,

international institutions, public policy organizations, think tanks, and academic institutions and communities.

- A commitment to the values of the Packard Foundation, a clear understanding of and commitment to the vision and strategy of the Population and Reproductive Health Program
- Ability to support executive program leadership in a multi-faceted global program
- Able to process complex information and present ideas in a compelling manner
- Capacity to communicate persuasively, orally and in writing, in a range of settings Excellent organizational skills and the ability to anticipate, prioritize, and manage tasks while simultaneously demonstrating genuine respect for diversity and inclusiveness
- Strong project and relationship management skills
- Demonstrated ability to handle sensitive information effectively and confidentially
- Experience with evaluation, learning, and analysis of quantitative and qualitative data
- The highest level of personal and professional integrity and quality standards
- Demonstrated skill with Outlook, Word, and ability to use databases
- Ability and flexibility to travel extensively
- Experience in grantmaking highly desired
- Work experience in South Asia is a strong asset

Physical Requirements

Candidate must have the ability to communicate via voice telephone, read and understand written communication, and generate written communication manually and using a computer. Candidate must also be able to work at a desk for long periods of time (2-3 hours), lift and move documents and supplies (not to exceed 25 lbs.), and bend to file or retrieve documents.

Compensation and Benefits

The Foundation offers an excellent benefits package and a salary which is commensurate with experience. The salary range is \$77,000 (minimum); \$106,000 (midpoint); and \$135,000 (maximum). This is a full-time, exempt position.

To Apply

Qualified candidates should send a cover letter explaining your interest and how your skills and background fit this position and a resume referring to job number 10-07-3100R in the subject line to jobs@packard.org.

Human Resources,
The David and Lucile Packard Foundation
300 Second Street, Los Altos, CA 94022

No phone inquiries, please.

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