

**PROGRAM OFFICER – BETTY IRENE MOORE NURSING INITIATIVE  
THE GORDON AND BETTY MOORE FOUNDATION**

*September 20, 2012*

**Gordon and Betty Moore Foundation**

Established in September 2000, the Gordon and Betty Moore Foundation seeks to advance environmental conservation, scientific research, and patient care. The Gordon and Betty Moore Foundation is among the 10 largest foundations in the U.S. and one of the largest private funders of environmental conservation and science in the world.

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

The Foundation carries out its work through the following frameworks:

Programs: The enduring management unit designed to achieve transformational change in a selected field of interest through a portfolio of integrated interventions (initiatives, commitments, grants, and other strategic actions).

Initiatives. Initiatives are built around well-developed strategies for concentrated investments, focused on the long-term and achieving significant impact. Initiatives are characterized by a portfolio approach to grantmaking, and other engagements of the Foundation, to pursue ambitious, large-scale outcomes.

Program grants. The Foundation funds experimentation, focused innovation, and agile response to time-sensitive, high-impact opportunities in its areas of focus.

**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
  - Patient Care
- A San Francisco Bay Area Portfolio that focuses on these same issues locally

For more information, please visit [www.moore.org](http://www.moore.org).

### Betty Irene Moore Nursing Initiative

The Betty Irene Moore Nursing Initiative has a goal of improving the quality of nursing-related patient outcomes in Northern California through a cutting-edge, data driven approach. The Initiative is a \$150 million effort over 10-plus years (concluding in 2015) that seeks to accomplish its goals by working with grantees and other stakeholders to develop a larger, more highly skilled registered nursing (RN) workforce, by implementing more effective hospital practices, and by improving care transitions.

The goal of the Initiative is to measurably improve nursing-related patient outcomes in the San Francisco Bay Area counties of Alameda, Marin, San Francisco, San Mateo and Santa Clara and in the Greater Sacramento counties of Amador, Nevada, Placer, Sacramento and Yolo.

For more information about the Nursing Initiative, please visit <http://www.moore.org/initiative.aspx?id=38>

### The Position

The Program Officer will:

1. **Support the Initiative's transitional care strategy.** The Program Officer will help achieve the Initiative's regional goal of improving patients' transition following a hospitalization (and thereby reducing readmission rates) through a portfolio of grants, convening, and other strategies.
2. **Complete and solidify regional gains.** The Program Officer will complete achievement of other regional goals of the Initiative and will work to position select regional programs and organizations for durability.
3. **Expand the impact of the Foundation's local work beyond the San Francisco Bay Area.** The Program Officer will craft and implement state and national dissemination and communication strategies for transitional care and other Nursing Initiative strategies and programs.

In light of the scheduled conclusion of the Nursing Initiative at the end of 2015, this is a 3-year, limited term position. The position reports to the Program Director - Betty Irene Moore Nursing Initiative.

### **Key Responsibilities**

The Program Officer will:

- Help achieve Initiative goals by managing a portfolio of active grants, making a select number of additional grants, and implementing non-grant activities (convenings, white papers) to maximize Foundation impact.
- Proactively identify new ideas, organizations, and partnerships, which can advance the Initiative's regional work and the state/national dissemination of its local programs and impact.
- Maintain solid knowledge of the field and key emerging trends.
- Execute monitoring and evaluation plans, and oversee ongoing adaptive management of grants.
- Manage external relationships with grantees and other key partners in support of Initiative goals.
- Coordinate with internal staff to complete grantmaking and monitoring processes.
- Participate in periodic presentations on Initiative strategy and progress to the Board, senior management, and other Foundation staff.

### **Experience and Education**

The candidate will have:

- A Master's degree in a relevant field (Public Health, Health Services Research, Business, Economics, etc.).
- A background in healthcare (5-7 years) such as work in a provider organization, health services research, foundation, healthcare improvement organization, administration, healthcare consultancy, and/or in the pharmaceutical or medical products sector.

- Demonstrated knowledge of issues, organizations, facts, and trends in the healthcare sector, preferably including healthcare improvement and/or workforce issues.
- A record of working on complex partnership or multi-stakeholder projects.
- Demonstrated knowledge and/or experience in advancing program goals through strategic communications.

### Competencies and Attributes

The ideal candidate also will have:

- A sophisticated understanding of healthcare delivery systems.
- Demonstrated passion for making improvements to the healthcare system.
- Demonstrated strategic planning skills, with ability to identify and rigorously evaluate new opportunities.
- Strong project management skills, with demonstrated ability to manage projects and budgets, set realistic goals and objectives, and balance multiple priorities.
- Demonstrated strong interpersonal skills, with ability to develop productive relationships with colleagues, grantees, stakeholders, and other. Collegial and energetic working style.
- Demonstrated comfort with and experience in public speaking and, meeting organization/facilitation.
- Excellent written and verbal communication skills.
- Strong business acumen.
- Personal motivation to support the Foundation mission and goals.
- Ability and interest in traveling to local and out-of-town grantee meetings, site visits, and national conferences.

## Compensation and Benefits

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

## Application Process

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

Interested applicants should send cover letter, resume and salary information by email with Program Officer – Nursing Initiative and your name in the subject line by **email** to:

Martha Montag Brown & Associates, LLC  
[www.marthamontagbrown.com](http://www.marthamontagbrown.com)  
Email: [Martha@marthamontagbrown.com](mailto:Martha@marthamontagbrown.com)  
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