



Senior Program Officer
Science and Technology Program
Paul G. Allen Family Foundation

The Paul G. Allen Family Foundation, seeks to recruit a Senior Program Officer for the Science and Technology Program

Overview

The Science and Technology Program advances promising research and technological developments that have the potential to expand knowledge, improve health, and protect the environment. With the rapid pace of innovation in science and technology, The Paul G. Allen Family Foundation strives to apply new ideas, discoveries, and information to complex regional and global challenges. In order to accomplish these objectives, the Foundation supports multidisciplinary projects with clearly defined goals and milestones, measurable impacts, and a strong potential for broad, long-term public benefit. Because projects address a wide range of topic areas, the Foundation works closely with grantees to develop implementation plans and performance metrics.

Specific areas of interest include the following:

- Development and applications of technology to protect the environment and mitigate climate change
- Research and study of the brain
- Development or deployment of technology to expand our knowledge of the universe
- Research that results in breakthroughs in medical research and our understanding of biological systems

Senior Program Officer

The Senior Program Officer for Science and Technology will report to the Vice President of the Paul G. Allen Family Foundation and is based in Seattle, Washington. The Senior Program Officer builds implements and manages a portfolio of Board-initiated grants in the Science and Technology Program, which includes regional, national and international grants.

The Senior Program Officer conducts due diligence on applications and in-depth research and analyses on a range of issues related to potential grants. This role is responsible for administration of the grant making process from solicitation and receipt of requests to evaluation and final disposition. The Sr. Program Officer works extensively with grantees to foster positive results and ensure significant impact.

At the direction of the Board and Foundation leadership, the Senior Program Officer identifies opportunities for strategic grant making and maintains an active profile in the community and field of philanthropy. The Senior Program Officer assesses potential applicants, stewards the application process, and develops recommendations for the Board. If a grant is awarded, the Senior Program Officer is responsible for managing all aspects of the grant including providing technical assistance and support to grantees, monitoring and assessing the project, and reporting on progress and impact of the project to internal and external audiences.

The Senior Program Officer is also responsible for carrying out special projects research, initiatives development, analysis and reporting of critical issues in the field, as well as reviewing and reporting on outcomes based on grantee reports and other evaluative information. The Senior Program Officer also works with the Director of Evaluation and Research and other staff to assess and report on the effectiveness and impact of the overall program.

The Senior Program Officer works with colleagues, community members, and content experts to assess needs, monitor trends, respond to donor inquiries, and further the goals of the Science and Technology Program and the Paul G. Allen Family Foundation.

Specifically, the Senior Program Officer will be charged with meeting the following broad goals and objectives:

- Conduct research and analysis related to potential Board-initiated grants and inquiries.
- Manage all aspects of a portfolio of Board-initiated grants, including working with grantees to monitor progress and report outcomes.
- Review, evaluate and develop recommendations in response to applications invited by the Board of Directors.
- Organize meetings and site-visits with applicants and grantees.
- Review and report on program outcomes and other evaluative information.
- Develop and implement special projects and initiatives of the Foundation.
- Prepare progress reports to senior staff and Foundation Board of Directors.
- Respond to inquiries regarding funding priorities of the Foundation by phone, mail and email.
- Maintain appropriate level of expertise and understanding of subject areas being funded.
- Develop information as needed for Foundation printed materials including guidelines and annual report.
- Represent the Foundation at appropriate internal and external meetings and events; respond to media inquiries about portfolio.
- Other duties as assigned.

Professional Qualifications and Personal Attributes

The Senior Program Officer should ideally possess the following professional qualifications and personal attributes:

- Knowledge, background, and experience in the life sciences, including research, biomed, biotech and/or related fields. Graduate degree in life sciences or undergraduate degree in life sciences and M.B.A. from accredited institution and five plus year's relevant experience is required.
- Experience in managing philanthropic or other investments, including analysis, risk assessment, and development of recommendations - experience measuring and reporting on program outcomes and grant application process is preferred.
- An ability to inspire trust, a proven ability to lead and facilitate with strong interpersonal skills, and an ability to move from ideas to action.
- An ability to communicate effectively and professionally with a diverse range of people from different environments and sectors.
- An ability to listen to others and learn from their best ideas, demonstrating intellectual curiosity, flexibility, entrepreneurial spirit, and openness to input and feedback.
- An ability to stay grounded and trustworthy, an ability to give credit and recognition to others, and a personal style of acting with humility – in sum, a superb professional and personal presence.
- Experience working with MS Office (Word, Excel, Outlook) and MicroEdge Gifts preferred

Compensation

The Senior Program Officer will receive a competitive base salary, bonus opportunity, and a comprehensive package of employee and health benefits.

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How to Apply

Interested candidates should e-mail a cover letter explaining how your skills and background fit this position and a resume to resumes@explorecompany.com

Daniel Sherman
President
Explore Company
301.933.8990 fax