The 11th Hour Project, a program of The Schmidt Family Foundation, seeks a collaborative, inspiring, organized, and self-motivated Program Manager to be part of a small, supportive, and audacious team leading the Food & Agriculture Program. This program is designed to reveal the true costs of our consolidated agriculture system while increasing equitable access to land, capital, and markets.

ABOUT THE FOUNDATION
Established in 2006 by Wendy and Eric Schmidt, The Schmidt Family Foundation (TSFF) works to restore a balanced relationship between people and planet. TSFF pursues its mission through three innovative and thoughtful strategies: 1) The 11th Hour Project, 2) the Impact Investment Program, and 3) Schmidt Marine Technology Partners. The Schmidt Family Foundation is a private foundation with growing assets of over $2 billion and an impact investment portfolio of approximately $160M of AUM.

For more information on The Schmidt Family Foundation, visit: www.tsffoundation.org.

ABOUT THE POSITION
The 11th Hour Project / TSFF seeks an empathetic, entrepreneurial, and strategic Program Manager to help lead the Food & Agriculture program. This program centers economic and racial justice as imperatives to restoring balance to our ecology. In order to actualize this just transition, we support communities to come together across economic, religious, racial, and ethnic lines to build power. We recognize that farmers of color and Indigenous land stewards have carried with them harmonious forms of farming and land stewardship through traditional ecological knowledge, including chemical-free farming and seed preservation practices, that long precede this current climate crisis. This leadership is centered throughout our strategy.

The Program Manager will primarily focus on our national land access, retention, and resilience sub-strategy which currently supports over 30 grantees across the country. Depending on the candidate's background, this position may also support certain aspects of our access to capital and markets strategy as well. These strategies encompass local, state, and federal work and support the connections between these areas of organizing. This position reports to the Program Director, Food & Agriculture.
ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Strategy & Grants Management
- In collaboration with the Program Director, lead the management of a program strategy for Food & Agriculture with special emphasis on land access, retention, and resilience
- Engage in ongoing research in a defined area, identify potential opportunities for transformational change, and develop grant recommendations to achieve program objectives
- Gather and analyze monitoring and evaluation data to assess program impacts, gaps, and challenges in the program’s strategy, and generate learning that informs future grant-making
- Actively participate in group meetings including making presentations leveraging proven oral and written communication skills
- Maintain/share knowledge of current events in our strategic areas as it relates to programmatic outcomes
- Manage and execute site visits as needed including travel to regions of geographic focus including California, the Midwest, and the Southeast
- Solicit, review, and analyze grant proposals
- Prepare and complete grant documentation for approval by the Program Director
- In collaboration with the Program Director, periodically present grant strategy and recommendations to Executive Director and Board
- Maintain grant files, including contact management, evaluations, and metrics reporting
- Participate in other relevant special projects or initiatives that may develop at the foundation

Network Building
- Maintain and expand upon an existing network of thought-partners and advisors
- Lead positive and productive partner and grantee relationships with a wide range of organizations and individuals
- Represent the Foundation at conferences and gatherings
- In partnership with Program Director, develop funding coalitions for strategic priorities

Organizational Management
- Work closely Program Assistant, grants administration and finance teams to ensure grants are processed and managed in a timely, accurate, and compliant manner
- Foster a dynamic, collaborative environment with other members of The 11th Hour Project teams and TSFF management to work together to achieve program and organizational goals

DESIRED KNOWLEDGE & EXPERIENCE
- At least five to eight years of significant, progressively responsible work experience - with non-profit and / or volunteering experience strongly preferred - and a strong network in fields relevant to the Food & Agriculture program which could include philanthropy, environmental justice, agroecology, non-profit, community organizing, etc.
- Passion for the mission of the Food & Agriculture Program and The Schmidt Family Foundation with understanding of systemic inequities, intersectionality, and social and / or environmental justice issues
- Experience in project and program administration and proven project management skills
High emotional intelligence and relationship-oriented skills such as critical thinking, conflict resolution, and creative problem-solving skills to coordinate professionally with a number of diverse internal and external stakeholders

Ability to work in a small organization with an emphasis on teamwork

Articulate writer and oral communicator with strong presentation skills

Ability to understand organizational structure and work through administrative systems with a keen attention to detail

Ability to be flexible and forward-thinking to envision and enact solutions

Ability to work on a wide range of projects, prioritize tasks, manage time effectively, and meet deadlines

Ability to work as a team member and individually, with a high level of self-motivation

Demonstrated expertise in successfully managing a budget

Proficient in MS Office and Google Docs with experience using an online database such as Salesforce strongly preferred

Experience with grants management a plus

Ability and willingness to travel up to 30-40%

Lived experience within Native American, BIPOC, and/or rural communities a plus

COMPENSATION AND LOCATION
The Schmidt Family Foundation offers a competitive salary range of $140,000-$150,000, commensurate with experience, and a best-in-class benefits package, that will be shared during the process. This position is located within reasonable commuting distance of either our SF Bay Area or Los Angeles offices, with majority in-office time.

HOW TO APPLY
To apply, email a cover letter that expresses both your passion for the mission and fit for the role; resume; and list of three references (candidates will be notified in advance of any outreach to your references) to tsffoundation@walkeraac.com on or before 5:00 PM PT on August 7, 2023. Use the subject line: Program Manager, Food & Agriculture. Submit Microsoft Word or PDF files only (one combined PDF file is preferred). Resume review begins immediately.

Questions? Contact our recruiting partner for the position: Jeannine N. Walker, Walker and Associates Consulting, at jwalker@walkeraac.com.

The Schmidt Family Foundation is an equal opportunity employer who values and supports diverse identities, experiences, and backgrounds. We encourage people from all backgrounds and industries to apply.

Furthermore, we believe that diversity fosters greater social, operational, and programmatic sustainability. Through our grant-making and related investments, we’re committed to expanding and deepening our relationships with organizations led by BIPOC leaders in our community.