



the David &
Lucile Packard
FOUNDATION

PROGRAM OFFICER
POPULATION AND REPRODUCTIVE HEALTH
SUB-SAHARAN AFRICA SUBPROGRAM
LOS ALTOS, CA

THE ORGANIZATION

For more than 50 years, the David and Lucile Packard Foundation (Foundation) has worked on issues of great concern to the founders: improving the lives of children, enabling the creative pursuit of science, advancing reproductive health, conserving and restoring the earth's natural systems, and supporting and strengthening an array of local nonprofit organizations. David and Lucile Packard instilled in 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. Today, their children and grandchildren continue to help guide the work of their family foundation at the local, state, national, and international level. The Foundation employs a staff of 125 and expects to make grants of over \$300M in 2015.

THE PROGRAM

The Population and Reproductive Health (PRH) program of the Foundation funds innovative work that addresses population growth and promotes positive reproductive health. PRH prioritizes women, girls, and young people because of the disproportionate impact of poor reproductive health on their lives. The program currently focuses its work at the global level, regionally in South Asia and Sub-Saharan Africa, nationally in the United States, and on selected initiatives in Louisiana and Mississippi.

In Sub-Saharan Africa, lack of access to quality reproductive health information and services as well as social and economic pressures on women often lead to early marriage, early childbearing, and large family size. In many Sub-Saharan countries, roughly 25-40 percent of the population is below 15 years of age,



posing a challenge to governments to provide educational and economic opportunities as well as appropriate sexual and reproductive health information and services. The inequities and obstacles to care, combined with a rapidly growing youth population, exacerbate poor health outcomes and weaken already overburdened systems.

With its many partners, PRH makes adolescent sexual reproductive health, sexuality education, family planning/contraception, and comprehensive abortion care more widely available, leading to improved lives through healthy spacing of births, safe abortion, and reduction in maternal deaths. By meeting reproductive health needs, the program contributes to greater economic opportunities and prosperous communities. The program places a special emphasis on quality of services and serving and engaging young people, who constitute the population with greatest need and have the highest potential for building a movement that can sustain change. The Foundation often works for years within challenging places where the needs are greatest.

The Sub-Saharan Africa subprogram aims to:

- Expand access to quality family planning/contraception and reproductive health services, including safe abortion and post-abortion care.
- Expand access to comprehensive sexuality education in schools and communities and improve access to youth-friendly sexual and reproductive health services in the public sector.
- Build local and regional movements to advance political and financial support for family planning/contraception, sexuality education, and abortion care.

In Sub-Saharan Africa, the Foundation makes investments in the region of Oromia, Ethiopia and at the national level in Ethiopia and in Kenya, Rwanda, and Kinshasa, Democratic Republic of Congo. In addition, the Foundation funds strategic regional advocacy initiatives.

THE POSITION

The Foundation is seeking a Program Officer, Sub-Saharan Africa (Program Officer, SSA) who will report to the PRH Program Director, join a team of nine staff members based in Los Altos, and work with a team of advisors based in Addis Ababa, Ethiopia. The position is based in Los Altos, California and requires extensive international and domestic travel.



THE RESPONSIBILITIES

Grantee Relationships and Program Management

- Work in partnership with the program director, country advisor, and regional team based in Addis Ababa and others to identify potential new grantees, track and monitor current grantees, and develop new opportunities in the region.
- Strengthen the relationship with a small team of advisors in Addis Ababa.
- Contribute to the development and refinement of a system of monitoring, learning, and evaluation to assess the impact of grants.
- Provide oversight for the development, monitoring, learning, and evaluation of the PRH grants in the region.
- Manage a diverse portfolio of recipient organizations with offices in the U.S., Europe, and in Sub-Saharan Africa.
- Support Foundation grantees and prospective grantees on all aspects of the grant making process, including the development of proposals and new initiatives. Provide technical assistance to grantees and/or recommend helpful resources in conjunction with the Foundation's Organizational Effectiveness (OE) Program.
- Identify opportunities in Program-Related Investments (PRI) for grantees working in conjunction with the Foundation's PRI team.

Subject Matter Expertise and General Advancement of PRH

- Nurture, strengthen, and facilitate collaboration and information exchange among nonprofit organizations, community leaders, and funders who support reproductive health programs in Sub-Saharan Africa.
- Track information and trends in the areas of family planning, safe abortion, and reproductive health rights in Sub-Saharan Africa and follow literature and work related to adolescent reproductive health and comprehensive sexuality education globally.
- Represent the Foundation at meetings, forums, and public presentations, as appropriate.

Team Leadership and Board Relations

- Work closely with others to create a cohesive PRH team both in Los Altos and in partnership with the advisors based in Addis Ababa, Ethiopia.
- Work as a team and encourage the professional development of the Sub-Saharan Africa Program Associate, in coordination with the Program Operations Manager.
- Supervise and encourage the professional development of the Sub-Saharan Africa Program Research Analyst, in coordination with staff at the Bixby Center, UC Berkeley.



- Ensure the grantees and PRH team are current on reproductive health issues and best practices.
- Prepare materials for the Program Director to present at quarterly Board meetings and program committee meetings and semi-annual presentations of ongoing programs to the Foundation's Trustees. Adhere to institutional processes, policies, and procedures.
- Plan and execute site/country visits by Foundation executives and Trustees.
- Coordinate relevant information and potentially collaborate with staff in other Foundation programs.

THE PROFESSIONAL QUALIFICATIONS

The ideal candidate will be an expert in promoting and supporting systems-changing collaborations to make a greater impact in addressing issues of reproductive health and rights in Africa. The Program Officer must possess exceptional interpersonal skills to work effectively with colleagues as well as individuals in government, private sector, international institutions, public policy organizations, think tanks, and academic institutions engaged in the international arena. The Program Officer should be creative, innovative, and skilled in understanding and meeting the ever-evolving challenges facing the international development community.

Key professional qualifications and personal attributes include the following:

- Expert in adolescent reproductive health, rights, and education within the philanthropic, nonprofit, and public sectors. Supportive of abortion rights with demonstrated knowledge in comprehensive abortion care, sexuality education, and family planning/contraception.
- Experience working in Africa (ideally in Ethiopia and other Sub-Saharan Africa countries) and with local reproductive health organizations.
- Proven ability to manage and initiate multiple grants totaling several million dollars.
- A demonstrated record of success and 7-10 years of experience working with multilateral, bilateral, and development organizations, NGOs, foundations and other nonprofit enterprises, and/or international government leaders in developing countries.
- Exceptional ability to articulate and realize an inspired vision, to motivate others, and to lead and work collaboratively with a team of staff and external partners.
- Experience working with community-based organizations and grassroots leaders in bridging sectors and effecting change.
- Program management with a focus on evidenced-based grantmaking in the \$5-15M annual range.
- Proven ability to manage the details of multiple and varied grantee relationships in a respectful way and to enable the work of the grantee, removing roadblocks and serving as a partner. In-depth understanding of the work and challenges of grantees.
- Knowledge of and experience in evaluation-based approaches.



- Meticulous adherence to compliance, due diligence, and cost-effective processes. Strong stewardship of Foundation assets.
- French language skills a plus.
- An advanced degree in the public health, humanities, or related field is required.

THE PERSONAL QUALIFICATIONS

- Excellent verbal and written communicator with an appreciation of formal written communications and polished email messages. Capacity to communicate persuasively, orally and in writing, in a range of settings.
- Innovative thinker who comes up with big, bold, creative, and outside-the-box ideas.
- A deep commitment to the mission of the Foundation and the vision of the PRH program.
- Focus on values, facilitative leadership, effectiveness, strategy, and integrity.
- Highly organized with a demonstrated record of meeting deadlines and responding in a timely manner.
- Respectful and skilled listener, convener, and networker.
- Capacity to learn from experience, adapt as needed, generate and co-generate new ideas, and work with others to shape emerging projects.
- Ability to succeed and thrive in a highly dynamic setting, embrace risk and ambiguity, and take start-up projects from concept to completion.
- Natural talent for bridging differences, finding common ground, and building relationships with diverse colleagues and partners. Diplomatic and dynamic collaborator who is able to navigate and build relationships. Natural advocate with strong interpersonal skills.
- Independent and decisive leader with a point of view, who demonstrates initiative, responsiveness, and thoughtfulness. Comfort in admitting what s/he does not know and asking for input.
- Self-sufficient, flexible, practical, and amiable team member with a sense of humor and humility.
- Ability and flexibility to travel extensively internationally and domestically.

THE APPLICATION PROCESS

The Foundation is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. The Foundation utilizes an outside firm to check the accuracy of information supplied by applicants.

Email all inquiries, nominations, and applications to the Foundation's search firm, The Dubrof Group, at PackardSSA@dubrof.com. Applicants should include a resume in Microsoft Word (no PDFs). Also, indicate where you learned of the opportunity. **NO PHONE CALLS PLEASE.**