



## **VICE PRESIDENT, STRATEGY & PROGRAMS**

### **NASSAU, THE BAHAMAS**

**[WWW.TEMPLETONWORLDCHARITY.ORG](http://WWW.TEMPLETONWORLDCHARITY.ORG)**

#### **ORGANIZATION**

Templeton World Charity Foundation, Inc. (TWCF) is a global nonprofit foundation created by Sir John Templeton in 1996 to provide support for scientific breakthroughs and practical tools relating to the search for meaning, purpose, and truth. Through the sharing of various discoveries, TWCF seeks to impact individual lives across the world.

TWCF along with the John Templeton Foundation and Templeton Religion Trust are the three Templeton philanthropies. Each organization espouses missions and visions that are aligned to Sir John Templeton's philanthropic vision, goals and intentions. Key among these is advancing the notion of "Humility-in-Theology" which includes:

- Supporting or creating science research and science research projects for finding or publicising new spiritual information, including, for example, research methods and instruments to evaluate and measure basic forces, concepts, and realities, such as love, prayer, purpose, intellect, complexity, altruism and creativity.
- Encouraging humility (especially among opinion leaders worldwide); encouraging research on non-material realities not yet widely researched by scientists, or research on the possibilities that diverse intelligences may have been created that are not yet easily recognizable by humans.
- Encouraging scientists, either individually or as a discipline or profession, to have the humility to recognize the possible existence of such spiritual realities, even though they may not yet be easily measured, so that more scientists may apply their skills to the development of productive research

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about spiritual realities; and helping theologians, religious leaders, scientists and others to become increasingly open-minded about the nature of divinity, which may be vastly greater than what is now visible, tangible or comprehensible to humans.

TWCF's current grant portfolio comprises over 500 projects in more than 40 countries. TWCF annually grants over \$30M in areas such as:

1. Big Questions of science, human purpose, and ultimate reality
2. Individual Freedom and Free Markets
3. Character Virtue Development
4. Genius
5. Voluntary Family Planning

TWCF is a lean operation with 11 staff in the home office of Nassau and 5-6 consultants operating in various countries.

### **POSITION**

Reporting directly to the President with a dotted reporting line to TWCF's Board of Trustees, the Vice President, Strategy & Programs (VP) is responsible for the Foundation's programmatic strategy and grant making activities, including communications in support of the Foundation's Mission and programmatic activities. The VP serves as a senior staff leader in the Foundation and occupies a unique role in TWCF. This individual must bring a blend of tact, diplomacy, inspiration and creativity to the role.

The VP directly oversees TWCF's strategy development and implementation, all programmatic activities and the broadcasting of all related information. In addition, the VP manages all program staff and advisors in carrying out the programmatic strategy for all grant and program areas and is responsible for implementing substantial new foundation initiatives. The VP is a strategic catalyst in the Foundation's efforts to promote best practices in open science. In consultation with the President, the VP oversees the development and execution of the foundation's strategic initiatives, grant making programs, and partnerships. This position leads both staff and consultants who research and analyse potential grant opportunities, structure and implement programs, with a view towards strategic impact.



## RESPONSIBILITIES

### **Leadership and Strategy**

- With the President, develop and implement the foundation's strategic plan and related budget and metrics to achieve Sir John's philanthropic vision.
- Lead the ideation, structuring, and management of major philanthropic initiatives and grant making programs.
- Work collaboratively with other Templeton philanthropies.
- Work closely and meet regularly with the President and the Board Chair to ensure TWCF's overall success.
- Ensure all programmatic work is in compliance with the governing documents and the policies and decisions adopted by the governing body.
- Stay current on trends, challenges, and opportunities within focus areas.
- Facilitate and champion the development of the team in conjunction with the President and HR consultants.
- Oversee external program advisors and negotiate various consulting arrangements.
- Assist with the five-year compliance audit process mandated by the governing documents.
- Recruits, develops and retains staff and sustains a positive, trusting productive working environment.

### **Grant Making**

- Exhibit thought leadership in areas related to the foundation's mission and represent TWCF within the greater philanthropic community globally.
- Oversee grants and programs, maintaining a high standard of grants, including the articulation and implementation of robust development, review, and approval process.
- Ensure that key areas of grant funding and strategic theme development are at the core of Sir John's intent.
- Oversee the team responsible for grant proposal development and application process. Steward proposals through appropriate approval pathways and develop and maintain grantee relations.
- Build relationships with grantees and partners to align on goals and maximize philanthropic impact.
- Track grantee performance and analyse program results to identify opportunities for improvement and growth.
- Consult with the President and COO on budget and governing document compliance management and prepare and execute the annual grant program budget for approval by the Board of Trustees.
- Manage and prioritize complex projects and assignments.



- Serve as the strategic catalyst in TWCF's efforts to promote best practices in open science.
- Work closely with the President and COO and the grant development and management team to ensure grant proposals comply with the governing documents and identify opportunities towards advancing efficiencies in the core function of grant making.
- Manage all programmatic aspects of planning and preparation for Trustee meetings, including implementing and facilitating governing body meetings focused on strategy, including a high-level strategic framework.
- Collaborate on an investment in a learning and evaluation function to assess impact, guide grant making and promote accountability.
- Work openly, candidly, and cooperatively with other program staff in arriving at a final recommendation for funding and/or other support.

#### **Communications and External Relations**

- Oversee all grantee and public-facing communication strategies and activities website, branding, marketing, and social media for TWCF in furtherance of the Mission and in support of the Programmatic strategy.
- Lead the Communications team and consultants.
- Represent TWCF at conferences and grantee/strategic partner events.
- Build and maintain relationships with internal and external interest-holders.
- Communicate effectively in writing, verbally, virtually or in-person, using appropriate mediums and tools to share information.

#### **QUALIFICATIONS**

- 10+ years of strategy and program management experience in a philanthropic or non-profit organization.
- Knowledge of effective philanthropic approaches across different world regions and social issues
- Strong financial analysis skills and budget management experience.
- Thinks strategically about philanthropic investment in the natural sciences and across a range of fields and disciplines.
- Experience developing and executing strategies for a philanthropic, academic, or nonprofit organization including long-term strategic plans, annual operating plans, and performance metrics.
- Ability to utilize data analytical tools for evaluation and knowledge dissemination.
- Proven record of technical writing and editing.



- Demonstrated agility in developing relationships with a diverse array of internal and external stakeholder (staff, advisors, members of governing bodies, grantees, scholars) and building/maintaining professional networks in a wide range of academic and non-academic settings, as well as within a small but diverse internal office setting.
- Disciplined time manager with a demonstrated ability to manage multiple lines of work simultaneously and produce work to high standards, and to be timely in meeting deadlines.
- Adaptive and flexible work ethic appropriate to a dynamic, growing organization.
- Facilitate effective and efficient group discussions or meetings.
- Provide constructive feedback, deliver difficult news, and seek additional information as needed.
- Advanced degree (terminal degree preferred) and interdisciplinary background or work in philosophy, social sciences, humanities, natural or biologic sciences. Interest in multiple areas of scholarship and thought, particularly in science philosophy, religion and spirituality.
- Must understand rigorous research methodology.
- Proficient in writing and reviewing grant requests.
- Administratively and technologically self-sufficient – can book meetings, set up Zooms, etc.

#### **PERSONAL ATTRIBUTES**

- Committed to the vision and mission of Sir John Templeton.
- Intellectually humble, open-minded and curious.
- Demonstrated success in collaborative work with both external and internal colleagues.
- An outstanding relationship builder who can establish broad and diverse connections to a global community.
- Willingness to live in the Bahamas.
- Open to approximately 20% travelling internationally.

#### **APPLICATION PROCESS**

TWCF is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.

TWCF's Search Committee requests that all inquiries, nominations, and applications be directed to TWCF's search firm, The Dubrof Group, at [TWCF@dubrof.com](mailto:TWCF@dubrof.com). Any communication with TWCF will be directed to The Dubrof Group. Applications should include a letter of interest and a current resume in WORD. Please indicate in your cover email where you learned of the opportunity. Please note that only those candidates invited for screening will be contacted. **NO PHONE CALLS PLEASE.**