



**Pisces Foundation  
Program Officer, Climate and Energy  
San Francisco, CA  
Full Time**

**About the Organization**

At the Pisces Foundation, we believe if we act now and boldly, we can quickly accelerate to a world where people and nature thrive together. We support innovators who know what it takes and are doing what's necessary to have clean and abundant water, a safe climate, and kids with the environmental know-how to create a sustainable world. By mainstreaming powerful new solutions, we will spark immediate gains and lasting benefits for people and nature.

**Program Officer**

The Foundation seeks a Program Officer to lead its Climate and Energy Program. This position reports to the President and will play an important role in a dynamic, growing philanthropy. The Climate and Energy Program focuses on bolstering reductions of carbon dioxide by decreasing emission of all pollutants that contribute to climate change. To accomplish this goal, the Program's grants and other activities focus on a powerful class of climate "super pollutants" including methane, black carbon, and HFCs. The more quickly we start to reduce all of the pollutants driving climate change, the more likely it is we'll have the safe, stable climate our communities need to stay healthy, vibrant places.

**Essential Duties**

1. Oversee, implement, and regularly evaluate the Foundation's Climate and Energy strategy:
  - Working from a developed strategic plan to achieve program goals, oversee grantmaking including docket planning, research and development, program-related research, and due diligence.
  - Provide clear, concise, and insightful written analyses of grant proposals and reports, and organize a grant docket for review and approval.
  - Effectively manage consultants as needed.
  - Implement Foundation systems for monitoring grants and measuring the effectiveness of the overall strategy, including site visits.
  - Work with the President and other staff on non-grantmaking aspects of the strategy, which includes work with for-profit entities, convenings, and direct communications.
  
2. Represent the Foundation to external entities:
  - Establish and maintain productive, effective, and respectful relationships with grantees and prospective grantees.
  - Build strategic relationships with other foundations, organizations, and consultants, presenting Foundation views or providing technical expertise, and promoting collaboration and coordination between entities.

- Manage relationships with partner and grantee organizations and the implementation of program concepts with responsiveness and approachability.
  - Provide clear communications and guidance to grantees, applicants, and other interested parties.
  - Contribute to the Foundation’s presence in relevant funder, NGO, academic, and for-profit networks.
3. Internal management, communications, learning, and collaboration:
- Work with colleagues to contribute to a culture of learning within the Foundation, including developing ongoing learning agendas for staff and trustees and preparing presentations and written and oral analyses.
  - Work with colleagues in the Environmental Education and Water Programs on projects of significance to the Foundation’s overall strategy and goals, promoting a collaborative approach.
  - Supervise a program associate devoted to the Climate and Energy Program, demonstrating superior management, communication, professional development, and mentoring skills.
4. Maintain currency and fluency in key issues in the field, especially on climate, energy, and philanthropy best practices:
- Maintain and share knowledge within the Foundation related to current events, state, federal, and international climate policy, research, trends, and relevant political landscapes.
  - Attend or plan training and networking events with grantees and funding partners.
5. Support organizational development by assisting the Chief Operating Officer with select internal operational tasks, as needed.
- Lead occasional foundation-wide projects that advance the Foundation's organizational goals.

**Skills and Qualifications**

- Strong knowledge of climate and energy research, policy and practice;
- Advanced degree preferred and at least 10 years’ experience in nonprofits, foundations, educational institutions, business, or equivalent relevant experience, including some experience directly managing others;
- Experience in the development and execution of strategy to achieve social goals, ideally in a philanthropic context;
- Understanding of social movements and capacity to iteratively improve program implementation by thinking critically about theories of change and working with others to sort and select joint goals and mount and maintain scaled action;
- Understanding of the complex interactions among philanthropy, the private or nonprofit sector, and government, and a depth and range of contacts across relevant organizations;
- Ability to forge new relationships and represent the Foundation in a professional, courteous, and tactful manner;
- Excellent interpersonal, verbal, and written communication skills and the ability—and desire—to collaborate effectively in complex environments;
- Excellent analytical and problem-solving skills. Strategic and creative thinker who can forge new ground;
- Self-starter, highly-motivated, resourceful, and able to manage multiple projects simultaneously;

- Strong organizational skills with an excellent attention to detail and commitment to high quality work;
- Sufficient field experience to determine a grantee’s eligibility and capacity to successfully accomplish grant objectives;
- The ability and desire to help create a world-class philanthropy, which includes interest, comfort, and strength working in a dynamic, “start-up” environment;
- Ability to accommodate travel; and
- Flexibility, emotional intelligence, positive attitude, enthusiasm, and a sense of humor.

**Compensation**

A competitive salary, based on experience, and a benefits package are available.

**How to apply:**

Applicants may send a PDF document including a cover letter, resume, and relevant writing sample to [hire@piscesfoundation.org](mailto:hire@piscesfoundation.org) with the subject line, “CE PROGRAM OFFICER POSITION.” See <http://www.piscesfoundation.org/> for more information on the foundation.

Applications will be considered on a rolling basis through October 10, 2017.

We welcome applicants from diverse backgrounds and with a variety of skills, experiences, and ideas. We are an equal opportunity employer. Employment selection and related decisions are made without regard to sex, gender identity/expression, sexual orientation, race, age, disability, religion, national origin, color, marital or veteran status, or any other protected class.