



Manager - Middle East

Jeff Skoll launched the Skoll Global Threats Fund in 2009 to tackle the world's most pressing issues. With Dr. Larry Brilliant as President, the Skoll Global Threats Fund has a mandate to drive large-scale global change on the most critical issues facing mankind. The new organization will identify and support innovative high-impact initiatives to combat climate change, water scarcity, pandemics, nuclear proliferation and Middle East conflict. The Skoll Global Threats Fund has headquarters in San Francisco, California.

Position Description

The Manager - Middle East will be the content specialist for the Skoll Global Threats Fund on the Middle East, one of the Fund's five "global threats." She/he will help shape and manage the Fund's strategy, networks, grantmaking, and policy approaches to engagement in the Middle East, with a special emphasis on Israel and Palestine. She/he will also be interested in how the challenges and opportunities of Middle East conflict diverge and converge with the other global threats that the fund has identified and how we, as a society, can more effectively tackle the complex common challenges they present. She/he will share our belief that emerging and existing global threats share common challenges in areas like risk management, risk communications, policy making on issues of low probability/high consequence, leadership and governance. This position will work closely with, among others, the VP for Alliances/Partnership and the Director of Policy and Communications. This is a full time, exempt position.

Primary Duties & Responsibilities

- Serve as the Fund's primary content specialist on the Middle East.
- Build and maintain a world class network of relationships with key players on this issue (NGOs, philanthropic, government, private sector).
- Follow and assess key developments in the Middle East.
- Follow and assess legislative and political developments in the Middle East, in the region, the US, and internationally.
- Provide input to the Fund's strategic planning process and shape the Middle East-related components of the Fund's high-level goals.
- Research grantmaking opportunities as they pertain to the Middle East; conduct due diligence and make grant recommendations; administer grants; manage grantee relationships; assess impact.
- Represent the Fund at Middle East-related meetings.
- Contribute to internal and key constituent communications on the topic.
- Help shape and manage Fund-supported public campaigns around the issue.
- Coordinate Foundation founder, CEO and board interactions having to do with the Middle East.
- Help drive organizational efficiencies, impact and overall improvements.

Knowledge, skills, and assets

- 5+ years working on Middle East issues.
- Ability to translate from strategic imperatives to tactical realities.
- Strong personal networks in the issue area, on all 'sides' of the topic.
- Understanding of the US and international policy environment around the topic.
- Experience in making, managing and measuring grants is preferred.
- Excellent interpersonal skills; desire and ability to work in a collaborative team environment

- Excellent verbal and written communications skills. Comfortable expressing opinions in a setting that encourages a vibrant exchange of ideas.
- Desire and proven ability to work in a start up organization with an intense, results-oriented environment.
- Self starter with a strongly developed sense of integrity, humility and discretion.
- Available for international travel.

Education and Experience

An advanced degree in a relevant subject is required. At least five years of progressively responsible experience in a government, multilateral agency, corporate, or social sector environment. Experience managing strategic and operational relationships with external partners.

Compensation

A competitive compensation package will be commensurate with background.

Applicants

Send a cover letter and resume to: mskarenrea@gmail.com. Please specify Manager, Middle East in the message subject line. We will contact qualified applicants. In your cover letter please tell us how your specific experiences and accomplishments address our needs and mission.