

## **SKOLL GLOBAL THREATS FUND**

### **Position Summary**

Job Title: Vice President, Operations

Reports to: The President

Posting Date: November 9, 2009

### **Client Company**

Jeff Skoll's childhood dream of making a significant difference in the world is coming to fruition through the launch of the Skoll Global Threats Fund.

As founder and chairman, Skoll launched this organization in April 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 skillfully identify and support innovative high-impact initiatives to combat climate change, water scarcity, pandemics, nuclear proliferation and Middle East conflict.

In the next several months, the Skoll Global Threats Fund will develop its strategy and investment approach, leveraging the Skoll Foundation's programmatic expertise and operating infrastructure.

Skoll Global Threats Fund has headquarters in Northern California.

### **About Jeff Skoll**

Jeff Skoll is a philanthropist and social entrepreneur. As founder and chairman of the Skoll Foundation, Participant Media and the Skoll Global Threats Fund, he is bringing life to his vision of a sustainable, peaceful and prosperous world.

In April 2009, Jeff founded Skoll Global Threats Fund, naming Dr. Larry Brilliant as president. The organization is focused on developing solutions to the most pressing challenges facing our world today, including climate change, water scarcity, pandemics, nuclear proliferation and the Middle East conflict.

Jeff founded Participant Media in 2004 to create entertainment that inspires and compels social change. Participant's films include An Inconvenient Truth, Food, Inc., Darfur Now, The Kite Runner, The Visitor, The Soloist and The Informant!

In 1999, Jeff launched the Skoll Foundation. It quickly became the world's largest foundation for social entrepreneurship, driving large-scale change by investing in, connecting, and celebrating social entrepreneurs and other innovators dedicated to solving the world's most pressing problems.

Born in Montreal, Jeff later moved with his family to Toronto. He received a Bachelor's degree in Electrical Engineering from the University of Toronto. Jeff later earned his MBA from the Stanford Graduate School of Business; then harnessed his skills as the first president of eBay. Jeff's recent honors include Time Magazine's 100 People of the Year (2006), Wired Magazine's Rave Award (2006), Business Week's list of most innovative philanthropists (2002 through present), and earlier this year, the Producers Guild of America's Visionary Award and Global Green USA's Entertainment Industry Environmental Leadership Award.

## **About Dr. Larry Brilliant**

Larry Brilliant served a three-year stint as the first executive director of Google.org, the company's philanthropic arm, before becoming Google.com Vice President and chief philanthropy evangelist.

Larry is an M.D. and M.P.H., board-certified in preventive medicine, epidemiology and public health. He was one of a four-person international team that led the successful World Health Organization(WHO) smallpox eradication program in India and South Asia. He later founded the Seva Foundation, which works around the world to eliminate preventable and curable blindness. Seva's projects have given back sight to nearly 3 million people.

Larry co-founded The Well, a pioneering virtual community, with Stewart Brand in 1985. He also holds a telecom systems patent and has served as CEO of public and venture-backed technology companies.

Earlier in his career, he was a professor of international health and epidemiology at the University of Michigan. He has authored two books, including *The Management of Smallpox Eradication in India*, and dozens of scientific articles on infectious diseases, blindness and international health policy.

His recent awards include Time Magazine 100 People of the Year (2008), UN Global Leadership (2008), TED Prize (2006), Peacemaker Award (2005) and International Public Health Hero (2004). Larry worked in India for the WHO for more than 10 years on smallpox, blindness and polio. His polio work led him to create the idea for a documentary, *The Final Inch*, which was nominated for an Oscar in 2009. He volunteered as a "first responder" for CDC's bio-terrorism effort after the anthrax attacks and as a medical doctor in Sri Lanka and Indonesia after the tsunami.

He currently chairs the National Bio-Surveillance Advisory Subcommittee, created by Presidential directive. Larry was elected to membership in the Council on Foreign Relations in 2009. He sits on the boards of the Skoll Foundation and several other nonprofits.

## **SUMMARY**

The VP, Operations will directly manage a team of issue area experts and ensure the smooth functioning of Skoll Global Threats Fund's daily operations and internal staff, and coordination of activities with its constituent organizations, vendors and partners.

- Responsible for developing and managing the business policies and activities throughout the organization, including business and strategic planning processes, budgeting and financial controls, facilities, information technology, risk management, grantmaking management and coordination of human resource practices.
- Will identify key business services required by Skoll Global Threats Fund and develop and implement in-house or outsourced service providers.
- Assumes the primary interface role with service providers, ensuring high quality and efficient delivery of services.

## **PRIMARY RESPONSIBILITIES**

- Establishes and improves over time the core operating systems, processes and procedures for the organization.
- Authorized to make resource allocation decisions within the organization. Works with the President to delineate how resource decisions are made between the President and this position.

- Manages the organization's plan of record. Provides the planning process and holds staff accountable for plan of record.
- Manages operational and fiscal activities including staffing levels, budgets, legal and tax compliance and business controls
- Aligns resources and priorities with strategy and mission.
- Manages the five issue-area experts, who may be internal staff and/or external experts. Manages the interface and alignment of issue-area resources with the other 3 VPs (Advocacy, Alliances and Scientist)
- Manages the financial/business analysis for grants and impact investing due diligence.
- Provides seamless coordination of grantmaking with sister organization, The Skoll Foundation
- Coordinates staff time and resources to ensure successful implementation of key organizational projects and initiatives
- Establishes effective, streamlined, and cost-efficient processes with service providers, including the Skoll Foundation. Evaluates the effectiveness of service providers and interfaces with them to resolve complex or out-of-policy operational problems
- Works with service providers to conduct interviews, hire new staff, and provide employee orientation
- Develops and coordinates the process for establishing employee goals, reviewing performance, and evaluating compensation
- Serves as a communication and coordination hub for Skoll Global Threats Fund staff, which will likely be geographically dispersed and highly mobile

#### **KNOWLEDGE AND SKILL REQUIREMENTS**

- Bachelor's degree in business or related discipline required, MBA or other related graduate degree highly preferred.
- Minimum 10 years experience, which includes senior management leadership roles, complex project management and coordination of human resources.
- Position requires a combination of both strategic and hands-on operational experience and capabilities. The successful candidate will have genuine enthusiasm for both.
- Very strong interpersonal skills, with demonstrated ability to work effectively with diverse team members
- Experience building and leading start-up organizations. Expertise in establishing and leading business planning, operational, financial, and human resource systems and processes.
- Combination of for-profit and non-profit experience highly desirable
- Excellent verbal and written skills
- Ability and interest in travelling domestically and internationally

#### **APPLICANTS**

Send a cover letter and resume to: [jobs@skollfoundation.org](mailto:jobs@skollfoundation.org). Please specify VP, Operations in the message subject line. The foundation will contact qualified applicants. In your cover letter please tell us how your specific experiences and accomplishments address our needs and mission.