

Job Title: Program Research Analyst
Job ID: 24613
Location: Other Bay Area Location
Full/Part Time: Full-Time
Department: Haas Centers and Institutes
Regular/Temporary: Temporary (2 years)

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at <http://jobs.berkeley.edu/why-berkeley.html>.

Application Review Date

The First Review Date for this job is: September 10th, 2018
Final Submissions for this Job are required by September 10, 2018 at 5 PM PST

Departmental Overview

About The Packard Foundation

The David and Lucile Packard Foundation is a family foundation, guided by the enduring business philosophy and personal values of Lucile and David, who helped found one of the world's leading technology companies. The Foundation invests in effective organizations and leaders, collaborates with them to identify strategic solutions, and supports them over time to reach common goals. Our Foundation's goals and how we carry out our work reflects our commitment to diversity, equity and inclusion. We aim to create a workplace culture and pursue policies and practices that demonstrate how we value diversity, equity and inclusion.

About the Climate Program

Climate change is an urgent threat that has the potential to undermine everything we care about as a foundation. Reducing greenhouse gas emissions is essential to stabilize our climate. It is a problem that can be solved in ways that provide economic and social benefits for all. Together, we can have a collective impact and measurable progress is already being made.

You will be joining a Climate Team made up of two Climate Program Officers, two Administrative staff, two Mission Investment staff, and Foundation leadership in our work to solve the climate change crisis. With our \$50M annual budget for climate grantmaking, we work in partnership with 're-granting organizations' such as the ClimateWorks Foundation, Energy Foundation, Energy Foundation-China, and Shakti Sustainable Energy Foundation in India. And, we carry out direct grantmaking in the area of Climate and Land Use, including work to reduce greenhouse gas emissions caused by the expansion of commodity agriculture (such as palm oil), reduce emissions associated with bioenergy, and enhance the

ability of natural ecosystems to remove CO2 from the atmosphere through reforestation and practices that enhance soil carbon. Finally, we also support the Climate Breakthrough Project, which identifies and supports proven strategic leaders from around the world pursuing breakthrough climate mitigation strategies. More information on our climate program is available here: <https://www.packard.org/what-we-fund/climate/>

About the Fellowship

The UC Berkeley-Haas School of Business (through the Center for Social Sector Leadership) offers this unique two-year fellowship in philanthropy at the David and Lucile Packard Foundation to provide next generation leaders the opportunity to engage with philanthropic and Non-Governmental Organization (NGO) leaders and work with a grantmaking team serving diverse issues and populations in the Conservation & Science – Climate program.

The vision for this partnership is to strengthen the future of philanthropy and civil society by providing recent graduates from diverse disciplines and backgrounds a professional-level introduction to philanthropy and the non-profit sector. The goals of the fellowship are to 1) introduce recent graduates to philanthropy and the role of NGOs to strengthen their impact in a future career and 2) introduce the Foundation to fresh ideas, new skills, and diverse perspectives.

The position will support the Foundation's grantmaking, strategic planning, research, and monitoring, evaluation and learning for the Climate Subprogram. This position will take day-to-day direction from one of the Foundation's Climate Program Officers.

While placed at the Packard Foundation and receiving day-to-day supervision from the Program Officer there, the fellow will also enjoy full support from UC Berkeley-Haas School of Business' Founder and Faculty Director of the Center for Social Sector Leadership. The Berkeley supervisor will provide context for the foundation world, access to resources for fellowship success, and personal coaching and supervision for the fellow. Since the purpose of the fellowship is to develop leaders, the fellowship also includes a professional development budget for the fellow to attend climate and philanthropy conferences, take relevant workshops and seminars, receive professional career coaching, and develop specific skills and knowledge particular to the fellow's next career goal.

The fellowship begins November 1, 2018 and ends October 31, 2020.

Responsibilities

In this role, you will:

- Work with the Climate team to implement ambitious strategies on climate policy
- Conduct research and analysis on topics that can inform the grantmaking and strategy development and implementation
- Assist with strategic planning and monitoring, evaluation and learning activities associated with the climate grantmaking
- Assist with grantmaking, including working with grantees to develop proposals, monitor progress and review reports
- Interact with Foundation's staff, grantees, funding partners, government agencies and content experts to complete assigned projects

- Engage in both the University and Foundation communities, including attending conferences, forums or workshops that are related to the Program Analyst's work and professional development

Required Qualifications

We are seeking someone with strong analytical and strategic skills combined with the collaborative skills to work across Foundation teams and with partner organizations. You should consider applying if you desire a position to help further your career in environmental and conservation issues within the non-profit, private or academic sectors. Qualifications for the position are:

- Recently graduated with an advanced degree, and experience and/or graduate level education on topics relevant to climate issues (this could involve a wide range of experiences, from work experience on community organizing for social or environmental issues, to course work on political science, economics or the environment) or equivalent of work experience.
- Intellectual agility and ability to analyze, conduct research, think critically and understand scientific, economic, social and policy studies
- Ability to structure analysis, perform synthesis and provide written reports which meet project objectives and timelines
- Good quantitative skills and capable of understanding both quantitative and qualitative research
- Demonstrated strong initiative, self-motivation and ability to efficiently manage multiple simultaneous tasks and projects in diverse areas
- Strong cultural competence and a commitment to increase diversity in the environmental movement and in our own work, integrating justice and equity into the work we do and ensuring an inclusive organizational culture
- Outstanding interpersonal skills
- Outstanding written communication skills
- Impeccable integrity and trustworthiness, sense of humor and diplomatic approach to problem-solving

Preferred Qualifications

- Graduate level education in business, social science, public policy, public health, social work, social science, education, economics, law, medicine, or related fields preferred.

Salary & Benefits

Salary up to \$75,555

For information on the comprehensive benefits package offered by the University visit:

<https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

How to Apply

Final Submissions for this Job are required by September 10, 2018 at 5 PM PST

Please submit your cover letter and resume as a single attachment when applying.

Other Information

This is a contract appointment with a 2 year duration. The candidate selected will be working at The Dave and Lucile Packard Foundation located in Los Altos, CA

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

<https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

For the complete University of California nondiscrimination and affirmative action policy see:

<https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>