

Employment Opportunity
The Susan Thompson Buffett Foundation
Program Manager – U.S. Programs

Background:

The Susan Thompson Buffett (STB) Foundation is a private grantmaking foundation based in Omaha, Nebraska. We work towards a world in which every woman controls her reproduction and all reproductive decisions are treated with dignity and respect. Toward this end, our core mission is to prevent unintended pregnancy and ensure access to safe abortion in the U.S. and internationally.

Position Title: Program Manager, State Infrastructure Project

Reports To: Senior Program Officer, Social Change, U.S. Programs

Job Location: Omaha, Nebraska (non-negotiable)

Deadline for Application: March 24, 2017

To apply: Send cover letter and resume or CV to admin@stbfoundation.org or by mail to
Melissa How

Director of Grants and Finance

The Susan Thompson Buffett Foundation

222 Kiewit Plaza

Omaha, NE 68131

Position Description:

The U.S. Programs divides its grants across three portfolios: Social Change, Service Delivery, and Health Professional Training. Each of these units is managed by a senior program officer. The Social Change portfolio of the U.S. Program is focused on grant-making to promote movement building, leadership, communications, culture change and policy/legal change in support of abortion rights. This Program Manager position will focus on management of a major Foundation initiative to support abortion rights advocacy in nine states. The Program Manager will serve as part of the Social Change team to implement and monitor this complex project, supporting and enabling our State Coordinators and grantees to achieve the Foundation's vision for this program.

Program Description:

The State Infrastructure Project (SIP) is a multi-year, multi-state initiative that includes grant making to cohorts of organizations in nine states. The project seeks to shift the cultural and policy climate in SIP states so dramatically that anyone who wants an abortion can have one affordably, in a timely manner, and with support and dignity. The initiative's grantmaking focus is to strengthen capacity of state-based advocacy organizations to work on abortion rights and access. Initiative goals include increasing public support for abortion; advancing proactive, visionary strategies to improve abortion policy; and expanding the number, diversity and capacity of people and organizations engaged in the pursuit of broader abortion access. In addition to direct grant making, the project also contracts with State Coordinators and national technical assistance vendors to provide support to grantees, aid in refining strategic direction, and to address gaps in knowledge and skills related to full implementation of a vision for abortion access in the target states.

The SIP program also uses a collective measures approach to gather, monitor, and use data to inform programmatic decisions. Ensuring that all the pieces of the program work in alignment with cross state-learning and coordination is the primary role of this program manager's position.

Duties and Responsibilities:

- Monitor and assess grantee program implementation including making site visits and reviewing financial and progress reports
- Successfully manage and grow relationships with key stakeholders and partners to ensure programmatic success and gain in-depth understanding of the strategies and dynamics in each state that can support or inhibit success
- Work with State Coordinators to guide project and program development and ensure the submission of timely, complete, and appropriate proposals by grantees
- Contribute to refinement of the program's vision, strategies, outcomes, and measures in consultation with the project leadership team
- Work in a collaborative team environment to identify solutions towards issues management; assist in coordinating input from and managing roles of project leadership team
- Prepare written reports as needed regarding grantee performance, project progress, strategy analysis, and new opportunities and developments
- Continuously report to Senior Program Officer to elevate challenges to program success
- Consult with State Coordinators about individual grantee and state cohort progress toward objectives
- Ensure delivery of appropriate technical assistance to support the project grantees
- Review funding renewal recommendations made by State Coordinators
- Identify and make recommendations regarding funding gaps within the project strategy
- Work with STBF's Research and Evaluation Department to utilize appropriate monitoring and evaluation tools for assessing progress
- Manage and maintain documents related to the SIP Project and review documents for compliance with foundation policies

Knowledge and Skills:

- Commitment to support abortion rights and access
- Proven program management skills, including both strategic thinking and tactical execution
- Experience implementing programs utilizing a variety of advocacy strategies such as movement building, activist engagement, communications, and policy promotion; background in organizing is a plus
- Knowledge of basic evaluation techniques
- Strong group facilitation skills
- Ability to navigate complex inter-personal relationships and support a focus on transparency, trust, and attaining results from a variety of people
- Excellent communications skills: written, interpersonal, and presentational
- Skill in reviewing written proposals and reports for content and quality
- Ability to travel domestically, including occasional weekend travel; expect to travel 30-40% of time, particularly in the first year; domestic travel only

- Attention to detail and proactive approach to closing communication gaps
- Adaptable to change, comfortable with ambiguity, personable, and has a sense of humor
- Strong initiative and ability to solve problems with little supervision yet highly capable when working as part of a team
- Excellent judgment and discretion in determining when to manage versus elevate problems and challenges