

POSITION DESCRIPTION
PROGRAM FELLOW: ANDES-AMAZON INITIATIVE
THE GORDON AND BETTY MOORE FOUNDATION
Palo Alto, CA – October 4, 2022

About the Foundation

Gordon and Betty Moore established the foundation to create positive outcomes for future generations. Guided by this vision and the Statement of Founders' Intent, we foster path-breaking scientific discovery, environmental conservation, patient care improvements and preservation of the special character of the San Francisco Bay Area.

Each day we strive to make a significant and positive impact on the world. Together, we work tirelessly to honor the vision of our founders and serve as stewards of the resources they entrusted to us. We establish specific strategies based on input from experts, identify partners who share our goals, and measure results along the way—all while making adjustments as needed. We build relationships and fund work in areas where we hope to make a significant impact. We're okay with failing, as long as we learn from our mistakes. And we know that working together expands our ability to drive meaningful change.

We believe there can be no truly lasting change for the good if that change is not just and widely shared. Comprehending and incorporating values of diversity, equity, and inclusion in pursuing goals and refining strategies is vital to achieving our desired outcomes. These values weave through what we do and drive how we operate.

Andes-Amazon Initiative

The Andes-Amazon Initiative's vision is to ensure the conservation of the Amazon biome in perpetuity, which provides habitat for biological diversity and regulates the regional climate cycle. To achieve this, the Foundation's main outcome is to support the conservation and effective management of at least 70% of the Amazon's historical forest cover. The foundation supports work in these priority thematic areas:

1. **Indigenous peoples and local communities:** Securing an additional 50 million hectares of healthy forest habitat through lands effectively managed by Indigenous Peoples and Local Communities (IPLC).
2. **Freshwater and forest:** Ensuring that 50 million hectares of freshwater/forest ecosystems are protected and managed to maintain connectivity and flow such that overall forest ecosystem resilience is strengthened in the face of growing climate change and an expanding extractive frontier.

3. **Drivers of habitat change:** Redirecting the drivers of land use change away from intact habitat and reducing the negative impact of projects on intact ecosystems by transforming plans, policies, and governance that shape decisions on infrastructure and linked extractive industries in five Amazon countries.
4. **Institutional framework:** Developing and implementing the necessary institutional conditions and processes to ensure the social, political, and financial viability and durability of conservation outcomes by advancing effective science-based policy, building strong coalitions in favor of conservation, securing sustainable finance, and advancing new conservation narratives.

The role of a healthy Amazonian Forest is significant for global climate change mitigation as well as regional hydrological function that support human livelihoods. The Foundation began funding conservation in the Amazon basin in 2001 and has since invested over \$520 million in a protected area approach to conserving forest cover and in associated supporting strategies. The foundation has contributed to achieve the creation and improved management of approximately 173 million hectares, or around 30% of the original forest cover of the Amazon.

We recognize that the protected area approach is necessary but not sufficient to secure additional forest cover in the Amazon, and for this reason in this new phase of the Andes-Amazon Initiative we are focusing on the effective management of natural areas within and outside protected areas.

The Initiative is currently active in Brazil, Peru, Colombia, Bolivia, and Ecuador. The Initiative team also makes a small number of grants outside of these countries to support basin-wide conservation efforts and key approaches that will benefit its target geographies. For more information, please visit [Andes-Amazon Initiative](#).

The Position

We are seeking a Program Fellow to work closely with the Program Director in order to support the Initiative's region-wide grantmaking, carry out due-diligence work to support the development of new grants and to monitor current grants, and to carry out targeted investigation projects that will support the effective implementation of the Initiative's strategy in the Amazon region. The role is designed for a limited 24-month term, with a possible option of renewal.

This position is based in Palo Alto, CA; however, due to the COVID-19 pandemic, foundation offices are temporarily closed until at least January 9, 2023, and work will initially occur remotely. Once our offices reopen, the foundation will shift to hybrid work arrangements, and all employees will work a minimum of eight days per month in the Palo Alto office.

Key Responsibilities

Under the guidance of the Program Director, the program fellow will be a key partner in helping to develop and shape the implementation of the Andes-Amazon Initiative grantmaking work. Specific responsibilities will include:

1. **Grantmaking support.** The fellow will take part in the team's discussions with current and prospective grantees about work in the Amazon region. They will help to carry out due-diligence activities with partners in the field. Informed by those discussions, the fellow will support the team to co-design grants and grant monitoring plans with partners. In addition, they will draft internal documents to support the Foundation's grant submission and approval process. They will help review and analyze grant reports.
2. **Support targeted investigations.** As needed, the fellow will carry out research projects that will help advance the objectives of the Andes-Amazon Initiative. This will require desk studies and interviews with key informants that should result in insightful analyses that will help deepen the impact of our work.

Qualifications

Experience and Qualifications

The ideal candidate will have a combination of education and/or experience in the social and/or natural sciences and knowledge on concept and issues relevant to the Amazon region. A Master's degree or higher is required. They will have demonstrated research, analysis and writing skills that allow them to thoughtfully examine specific conservation opportunities in-depth and to present their findings in a compelling manner. They will be at a stage in their career where they are willing to learn about strategic philanthropy and contribute to strengthen the field of conservation in the Andes-Amazon region by supporting key actors in the field.

Competencies

In addition to the qualifications above, our ideal candidate will bring:

- Excellent written and verbal communication skills. Ability to synthesize and summarize complex topics into clear and accessible language.
- Verbal and written competency in Spanish and/or Portuguese languages at an intermediate or above level strongly desired.
- Intellectual curiosity and track record as a quick study who will be able to efficiently and thoroughly understand unfamiliar topic areas.
- Research and analysis skills to support the identification and rigorous evaluation of new opportunities for investment and/or partnership.

- Experience with meeting facilitation and planning.
- A positive, energetic, “can-do” spirit.
- Works well both independently and as a collegial team member, challenges productively, and welcomes feedback.
- Willingness to support and promote the foundation and colleagues through commitment to enhancing the foundation’s considerations of Diversity, Equity and Inclusion.

Attributes

Our ideal candidate will also demonstrate the following attributes that describe how we at the foundation strive to do our work with each other and our partners:

- Committed to Excellence
- Passionate
- Collegial
- Open and Honest
- Humble and Self-Aware

Compensation and Benefits

The Moore Foundation provides a generous total compensation package that includes a competitive base salary and comprehensive benefits to support your life, health, and well-being. The salary range for this position starts at \$90,670 per year. Offers are based on the candidate's years of experience and our practice of upholding salary equity within the foundation.

Health benefits include employer-paid options for medical insurance and employer-paid dental and vision insurance for employees and dependents; an employee assistance program; employer-paid disability, business travel, and life insurance benefits; paid parental leave; and pre-tax flexible spending accounts for medical and childcare expenses. Other benefits include 6 weeks of paid time off per year of employment and 10 paid holidays; 401(k) retirement savings plan with a foundation contribution of up to 10% and a Roth 401(k) option; matching gifts program for qualifying charitable contributions; hybrid work arrangement; commuter benefits program; tuition assistance; and professional development opportunities.

COVID-19

The Moore Foundation requires that all employees be fully vaccinated against COVID-19, except as required by law. Any employment offer will be contingent upon satisfactory proof that you

are fully vaccinated from COVID-19, subject to reasonable accommodations for medical or religious reasons, and/or as otherwise required by applicable law.

Application Process

Martha Montag Brown & Associates, LLC has been retained for this search. Interested and qualified candidates are encouraged to apply by sending a cover letter, resume and salary requirements by email to martha@marthamontagbrown.com. All correspondence will remain confidential.

Applicants must be legally authorized to work in the United States.

The Moore Foundation is an equal opportunity employer and welcomes a diverse pool of applicants. We depend on individuals who possess varied skills, perspectives and expertise. We seek to recognize many forms of excellence in candidates, attract individuals with varied identities and backgrounds, and enable all employees to feel they belong and can contribute to the mission of the Moore Foundation.

We do not discriminate based on race, color, religion, creed, sex, gender (including pregnancy, childbirth or related medical conditions), national origin, ancestry, citizenship, age, physical disability, mental disability, medical condition, genetic information, military or veteran status, marital status, registered domestic partner status, sexual orientation, gender identity, gender expression, or on any other basis protected by applicable federal, state or local law. We also do not discriminate based on the perception that anyone has any of these characteristics or is associated with a person who has or is perceived as having any of these characteristics.

The foundation is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its programs, and operations. As part of this commitment, the foundation will ensure that persons with disabilities are provided reasonable accommodations. If a reasonable accommodation is needed to participate in the job application process, please contact hr@moore.org. A request for an accommodation will be responded to within three business days. However, non-disability related requests, such as following up on an application, will not receive a response.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the ordinance.