



**POSITION ANNOUNCEMENT**  
**Program Officer, Climate and Clean Energy**

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**Reports to: Director, Climate and Clean Energy**

**Status: Full-Time/Exempt**

**Location: Los Altos or San Francisco, CA *or* Remote from anywhere within the U.S.**

**Apply by: November 11, 2022**

**About the Foundation**

The Heising-Simons Foundation is a family foundation based in Los Altos and San Francisco, California. The [Foundation](#) works with its many partners to advance sustainable solutions in climate and clean energy, enable groundbreaking research in science, enhance the education of our youngest learners, and support human rights for all people. With the establishment of sister organization [Heising-Simons Action Fund](#), the family and staff see increased capacity to leverage politically what the organization seeks to achieve philanthropically. Ultimately, both organizations are dedicated to ensuring that all people, especially people who have been historically marginalized, have access to urgent human needs: childcare, knowledge, a livable earth, and whole, safe, dignified lives.

In 2021, the Foundation awarded more than \$141 million in grants. A comprehensive breakdown of the Foundation's 2021 giving is available on the [HSF grantmaking hub](#). Since its first grant in 2007, the Foundation has awarded more than \$900 million and is on a trajectory to cross the \$1 billion giving threshold in the next year. The Foundation's grantmaking is guided by the values of humility, courage, justice, opportunity, sustainability, innovation, relationships, and integrity.

**Position Summary**

The Heising-Simons Foundation seeks a facilitative and relationship-oriented Program Officer with high emotional intelligence and a strong sense of accountability to serve in the role of Program Officer, Climate and Clean Energy (C&CE). The C&CE Program Officer plays a key role in shaping the Foundation's portfolio in response to emerging trends and cutting-edge opportunities. The Program Officer identifies, listens to, and works collaboratively with prospective and existing grantees, monitors grantee progress, and develops strategies and grantmaking areas for the C&CE program. The focus of the position will be to oversee strategies related to state and federal climate campaigns both through the Foundation (a c3 organization) and through its sister organization, the Heising-Simons Action Fund (a c4 organization).

The Program Officer is passionate about advancing transformative climate change solutions that also benefit disadvantaged communities; has broad policy expertise in climate mitigation and clean energy opportunities; and thrives in creative team environments. The Program Officer is politically savvy, resourceful, and highly strategic, with experience in developing and managing multi-faceted legislative and regulatory climate campaigns. The Program Officer works closely with the other members of the C&CE team to develop strategies and associated grantmaking plans that advance efforts to drive down emissions as fast as possible. The Program Officer also partners with staff across the Foundation and Action Fund to collaborate on initiatives that advance the overall goals of the Foundation and Action Fund.

The Program Officer reports to the Director of the C&CE Program. This full-time (37.5 hours per week), exempt (salaried) position may be based anywhere in the continental U.S. In 2022, the Heising-Simons Foundation is

piloting hybrid work. During the pilot, this position may work from home and/or one of our Foundation offices. Staff are required to be on-site for a minimum of 10 days per quarter and as needed to successfully onboard and fulfill their responsibilities.

## **Primary Responsibilities**

### *Program Management*

- Develop strategies and associated grantmaking plans to advance key components of the overall C&CE Program's c3 and c4 strategies. Author memos on strategies, new subject areas, and/or for new Foundation initiatives.
- Manage a grants portfolio and budget.
- Screen proposals in alignment with the Foundation's strategy. Work with organizations to solicit proposals for possible funding, develop concise and accurate summaries of funding requests, and answer substantive questions about the proposals. If necessary, develop a complete and coherent rejection rationale for proposals that will not be funded.
- Conduct site visits to current and potential grantees and attend meetings and conferences.
- Work with the C&CE program team on grant and budget management.

### *Knowledge*

- Stay abreast of climate and clean energy policy, advocacy, and political landscape, including emerging trends in the U.S. and other identified geographies on equitable and clean energy policies with a focus on specific sectors depending on experience, interest, and as assigned.
- Build relationships with grantees, thought leaders, funding partners, and other experts in the field with humility and inclusivity.
- Develop a clear understanding of how organizations fit into the Foundation's interest in advancing climate and clean energy policy.
- Seek professional development opportunities to deepen skills and broaden knowledge of the program area, philanthropy, and/or the nonprofit sector.

### *Partnership Development*

- Lead through collaboration, both inside and outside the Foundation. Plan and host meetings to inform strategy and/or enhance effectiveness of strategy execution.
- Work with the C&CE program team and experts in the field to refine and improve the program's overall strategy.
- Participate in joint efforts with other foundations and affinity groups of foundations. Keep abreast of the funding landscape.

### *Evaluation and Learning*

- Synthesize information on progress, setbacks, and significant milestones in the field regularly.
- Monitor progress on approved grants and strategies. Keep the Board and management informed throughout the year about developments within the program area, including the effectiveness of individual grants and strategies and opportunities for future improvements.

### *Foundation-Wide Responsibilities*

- Participate in Foundation-wide committees and internal culture-building.
- Participate in Foundation-wide training sessions.
- Help the Foundation promote and maintain environmentally friendly office practices.
- Understand the philanthropic sector and the structure and stakeholders of family foundations.

### *Learning and Networking*

- Attend workshops and conferences to learn more about relevant topics and trends.

- Join and/or network with relevant affinity groups or individuals to increase access to knowledge and thought partnership.
- Informally read and synthesize published literature and web-based resources to increase knowledge of climate and clean energy and/or grantmaking techniques.

## Requirements

- 5+ years of relevant experience in a climate and clean energy campaign-focused role with first-hand experience advancing policy whether through a role in government, nonprofits, philanthropy, or business.
- A collegial and diplomatic demeanor, excellent interpersonal skills, and a sense of humor plus a leadership style of facilitation (not direction) and a genuine desire to work in partnership.
- Passion for achieving the goals of the C&CE program with strong interest in advancing diversity, equity, and inclusion outcomes in grantmaking and internal practices.
- Broad and substantive knowledge of energy and climate policy in the U.S. (state, regional, and national) – equivalent international or sectoral knowledge a plus – with familiarity with and existing networks within the landscape of organizations involved in the climate and clean energy field, as well as advocacy strategies, tactics, and key leverage points to advance policy.
- Integrity, solid judgment, and strong strategic thinking skills with a demonstrated ability to develop strategies and prioritize resources to maximize impact.
- A proactive approach to work, eagerness to learn, and motivation to stay at the forefront of developments in the field.
- Excellent research, analysis, synthesis, and written and verbal communications skills with comfortability in a role with a significant amount of writing.
- Able to work collaboratively, as well as independently, with proven organizational and project management skills to plan, prioritize, multitask, and meet budget requirements and deadlines, with attention to detail and follow-through.
- Understanding of the grantmaking process and how foundations function.
- Proficiency in all Microsoft Office applications.
- Ability and willingness to travel to our Los Altos and San Francisco offices or to other meetings, conferences, and convenings with grantees or other stakeholders.

## Compensation

The target starting salary for this position ranges between \$105,000 - \$175,000 per year, depending on location, experience, and internal equity with the following specific ranges by region:

- West Coast (AK, CA, NV, OR, WA & HI): \$125,000-\$175,000
- East Coast (IL, IA, IN, KS, MI, MN, MS, NE, ND, OH, SD & WI): \$125,000-\$165,000
- South (AL, AK, FL, GA, KY, LA, MI, NC, SC, TN & WV): \$105,000-\$140,000
- Midwest (CT, DE, DC, MA, ME, MD, NH, NJ, NY, PA, RI, VT & VA): \$105,000-\$130,000

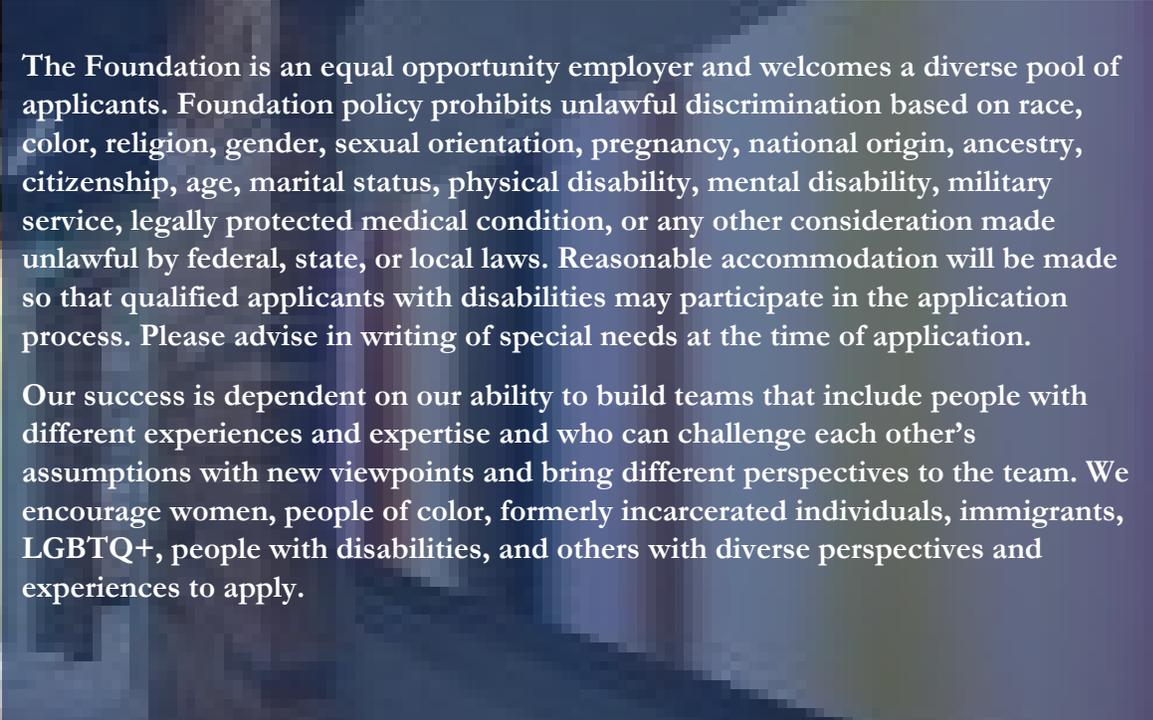
We offer a comprehensive employee benefits package that includes employer-paid medical, dental, and vision insurance for employees and dependents, long term disability, business travel and life insurance, flexible spending accounts for medical and child care expenses, a 401(k) plan (with a matching contribution of up to 16%), commuting assistance, an employee assistance program (EAP), mental health counseling, tuition reimbursement and a generous professional development budget, matching gifts, fitness reimbursements, fertility & adoption assistance, and identity theft protection. In addition, we allow flexible schedules and some telecommuting with the manager's approval.

Paid time off includes:

- Vacation Days: 3 weeks/year, with increases based on tenure
- Sick/Wellness Days: 15 days/year
- Personal Days: 2 days/year
- Family Medical Leave: 10 days/year
- Parental Leave: 6-16 weeks/year, depending on tenure
- Holidays include: Martin Luther King, Jr. Day; President's Day; Memorial Day; Juneteenth; Independence Day; Labor Day; Veterans Day; Thanksgiving Day (and the day after); Year-End Break (Christmas Eve through New Year's Day)

### **Application Process**

The Heising-Simons Foundation is partnering with [Walker and Associates Consulting](#) – a values-aligned Bay Area-based consulting and executive search partner to foundations and nonprofits – for this search. To apply, submit a cover letter, resume, brief (1-3 page) writing sample and list of three references (references will not be contacted without advance notice) to [hsfoundation@walkeraac.com](mailto:hsfoundation@walkeraac.com) by November 11, 2022. One combined PDF attachment is preferred. Questions or nominations may also be emailed to [hsfoundation@walkeraac.com](mailto:hsfoundation@walkeraac.com).



The Foundation is an equal opportunity employer and welcomes a diverse pool of applicants. Foundation policy prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, military service, legally protected medical condition, or any other consideration made unlawful by federal, state, or local laws. Reasonable accommodation will be made so that qualified applicants with disabilities may participate in the application process. Please advise in writing of special needs at the time of application.

Our success is dependent on our ability to build teams that include people with different experiences and expertise and who can challenge each other's assumptions with new viewpoints and bring different perspectives to the team. We encourage women, people of color, formerly incarcerated individuals, immigrants, LGBTQ+, people with disabilities, and others with diverse perspectives and experiences to apply.