



**Managing Director
San Francisco, CA
Full Time**

About Us

[Erol Foundation](#) (Erol) is a private charitable foundation established in Switzerland, having its founders and most of its operations outsourced in California. We are a small, thoughtful, collegial team, not experts nor practitioners, and we do not prescribe solutions. We are hopeful. We are impatient. We seek to punch above our weight in supporting transformative organizations focused on climate, wildlife, equity, and better business with the potential to move our world toward a more sustainable, just, and prosperous future ... fast.

Erol is one of the Partner Organizations of [NextWorld](#), a global organization combining investments and philanthropic activities under one brand, with a common purpose of leveraging capital to create value for society. Erol shares offices with other NextWorld's organizations and benefits from the ecosystem in many ways: networking, amplification, sourcing, ideation, professional and IT services, etc., allowing the Foundation to have immediate and magnified impact.

About the Role

Erol is entering its next chapter of growth and our strategy is ever evolving as it seeks to fund effective, relevant projects and movements, and develop grantee partnerships. Erol's Managing Director is an experienced practitioner in convening people and organizations around critical issues. They are passionate about creating impact beyond financial gain through relationship building and ideation, while balancing risk taking with sound strategic research and due diligence.

Our ethos is derived from a combination of trust, innovation, and vibrancy. Within a nimble and entrepreneurial setting, you will serve as the primary point of contact for the foundation's grantees and will find synergies and make connections to collaboratively strengthen the impact of our grantees and the foundation. You will have responsibility in all areas of grantmaking including foundation strategy, research, project sourcing, due diligence, proposal review, and impact measurement and evaluation. Our ideal candidate is passionate about seeking out new opportunities, fostering synergies amongst our grantees, and embracing giving with agility, effectiveness, creativity, and confidence. They will work closely with, and report to, the Foundation's leadership.

Duties & Responsibilities

This is a multi-faceted role and will include the following:

Strategy, Sourcing, & Decision Making – 50%

- Provide clear vision and direction toward achieving the mission as a thought partner to leadership.
- Source, evaluate, and act upon new project opportunities that amplify Erol's impact, build on its funding themes, and maximize its funding opportunity.

- Perform due diligence through deep listening on prospective grantees to understand their purpose, and guiding truths relative to achieving their goals.
- Actively participate in decision making around capital allocation to themes, grantees and projects.
- Build a network of peer foundations, NGOs, experts, and advisors to support our impact and communications goals.
- Develop, execute, and regularly report on giving strategy across Erol's core funding themes.
- Set priorities, develop plans, and establish and monitor benchmarks to gauge progress and determine grantmaking effectiveness.

Grant Management & Reporting – 20%

- Oversee all philanthropic activities including grant sourcing, due diligence, grant management, project monitoring and evaluation, and external relations.
- Coordinate with NextWorld's staff to:
 - Prepare contracts and grant budgets, track contract and grant spending, complete interim and final contract and grant financial reporting.
 - Reconcile and track income, grants, donor accounts, grant reports, contract payments, etc.
 - Perform financial and compliance due diligence for subgrantees and subcontractors.
 - Prepare and manage subaward budgets and expenses to ensure funder and regulatory compliance.
- Manage and mentor Grants Research Associate to:
 - Build and maintain systems, processes and procedures for tracking grants and restricted funding.
 - Monitor grant regulations and funder financial requirements to ensure compliance.

Convening, Events, & External Communications – 20%

- Represent Erol at conferences, as needed.
- Build and Manage a network of advisors and peers.
- Collaborate with NextWorld staff to:
 - Create regular events (i.e., speaker series, volunteer days, etc.) to foster conversation, build internal connections, and sustain a festive, joyful workplace.
 - Participate in contributive employee programs such as 1% For the Planet, Alter Eco Foundation, etc.

Financial Reporting - 10%

- Partner with Board Chair to develop annual budget and provide financial reports.
- Develop annual goals (strategic and financial) and report against them on a regular basis.

About You

You are a curious, open minded, engaging, self-starter who excels at bringing together people with diverse experiences and perspectives for a common cause. You have the resourcefulness, flexibility, self-direction, and good humor to operate effectively on a small team in a fast-paced, dynamic, and fluid

environment. You are low ego with a high EQ, which allows you to understand human dynamics and concerns and make subtle but impactful choices. You are comfortable balancing strategy, research, and achieving tangible metrics with taking risk and building movements. You are passionate about thinking about how change happens and are energized by working collaboratively to create impact at scale and as quickly as possible.

Expertise in our issue areas is not required, but environmental work experience and passion, strategic sense, curiosity, and the ability to learn quickly are necessary skills for this role. We will consider people from a range of sectors, but your professional experience should include:

- 7+ years in a role with comparable or complementary responsibilities; experience with private family foundations is preferred.
- An understanding of, and passion for environmental issues particularly pertaining to climate science, movement building, wildlife protection, sustainable business, multilateral collaboration, conservation strategies, and/or climate justice.
- A growth mindset with a commitment to curiosity and learning from outside perspectives.
- Experience managing small, cross-functional teams.
- Excellent interpersonal skills, including the ability to effectively communicate with senior management, industry experts, and external stakeholders.
- A strong network of donors, issue experts, NGOs, and other leaders in at least one of Erol's funding themes.
- Demonstrated experience in nurturing vibrant and collaborative team culture across dispersed geographies and an ability to work with a wide range of individuals and organizations.
- Strong leadership skills, including a dynamic, passionate, and engaging demeanor and the ability to inspire and motivate staff, grantees, and partners.
- Eagerness to work in a fast-paced environment, high energy level, integrity, entrepreneurial spirit, and a sense of humor.
- Ability to meet deadlines and to manage multiple projects simultaneously.
- Experience managing organizational growth and change is highly desirable.

Compensation and Location

Compensation is competitive and commensurate with experience. This position will be based in San Francisco, California. Post COVID-19 restrictions, some international travel will be required for the role.

To Apply

[CEA Recruiting](#) is assisting The Erol Foundation with this search. To be considered for this position, interested candidates should follow the link below to submit a resume, cover letter, and salary requirements through CEA's job portal. Please direct all applications and inquiries to CEA Recruiting. This position will remain open until filled.

<https://job.ceiconsulting.com/jobs/managing-director-san-francisco-ca-105993>

The Erol Foundation is an equal opportunity employer.

CEA Recruiting works with leading environmental nonprofits, foundations, and businesses to recruit top talent and design effective organizational staffing strategies. For more information, visit www.cearecruiting.com.