



Skoll Global Threats Fund

Vice President, Operations

March 20, 2010



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CONFIDENTIAL POSITION SPECIFICATION

Position	Vice President, Operations
Company	Skoll Global Threats Fund
Location	San Francisco, California
Websites	www.skollglobalthreats.org ; www.skollfoundation.org www.participantmedia.com ; www.socialedge.org

MISSION

Climate Change □ Water Scarcity □ Pandemics □ Nuclear Proliferation □ Middle East Conflict

The mission of the Skoll Global Threats Fund is to confront global threats imperiling humanity by seeking solutions, strengthening alliances, and spurring the actions needed to safeguard the future.

SKOLL GLOBAL THREATS FUND

Jeff Skoll's childhood dream of making a significant difference in the world is coming to fruition through the launch of the Skoll Global Threats Fund.

As founder and chairman, Skoll launched this organization in April 2009 to tackle the world's most pressing issues. With Dr. Larry Brilliant as President, the Skoll Global Threats Fund has a mandate to drive large-scale global change on the most critical issues facing mankind. The organization will skillfully identify and support innovative high-impact initiatives to combat climate change, water scarcity, pandemics, nuclear proliferation and Middle East conflict.

In the next several months, the Skoll Global Threats Fund will develop its strategy and investment approach, leveraging the Skoll Foundation's programmatic expertise and operating infrastructure.

JEFF SKOLL

Jeff Skoll is a philanthropist and social entrepreneur. As founder and chairman of the Skoll Foundation, Participant Media and the Skoll Global Threats Fund, he is bringing life to his vision of a sustainable, peaceful and prosperous world.

Jeff received a Bachelor's degree in Electrical Engineering from the University of Toronto. He later earned his MBA from the Stanford Graduate School of Business and then harnessed his skills as the first President of eBay, developing the company's inaugural business plan and leading its successful initial public offering. He also pioneered creation of the eBay Foundation through the allocation of pre-IPO shares.

In 1999, Jeff launched the Skoll Foundation. It quickly became the world's largest foundation for social entrepreneurship, driving large-scale change by investing in, connecting, and celebrating social entrepreneurs and other innovators dedicated to solving the world's most pressing problems. Its flagship program, the Skoll Award for Social Entrepreneurship, currently honors and supports 74 leading social entrepreneurs representing 61 organizations from around the world. The Skoll Foundation also co-produces with the Skoll Centre for Social Entrepreneurship at the Saïd Business School at Oxford the annual Skoll World Forum on Social Entrepreneurship.

Jeff founded Participant Media in 2004 with the belief that a story well told has the power to inspire and compel social change. In addition to entertaining audiences, Participant's films are accompanied by social action and advocacy campaigns to engage people on the issues addressed in the films. Jeff has served as Executive Producer on 25 films to date, which have collectively received a total of 4 Academy Awards® and more than 15 nominations. Participant's films include *An Inconvenient Truth*, *The Cove*, *Food, Inc.*, *Darfur Now*, *The Kite Runner*, *The Visitor*, *The Soloist* and *The Informant!* In 2008, Participant launched TakePart.com to create an on-line community for people to learn, inspire, connect and get involved in the very issues that shape our world.

Jeff's recent honors include Time Magazine's 100 Most Influential People (2006), Wired Magazine's Rave Award (2006), Business Week's list of most innovative philanthropists, and, in 2009, the Producers Guild of America's Visionary Award and Global Green USA's Entertainment Industry Environmental Leadership Award. Jeff also holds two honorary doctorates.

DR. LARRY BRILLIANT

Larry Brilliant comes to Skoll Global Threats after a three-year stint as Google VP and the first executive director of Google.org, the company's philanthropic arm.

Larry is an MD and MPH, board-certified in preventive medicine. He lived and worked in India for ten years and was one of a four-person UN team that led the successful World Health Organization smallpox eradication program in India and South Asia. He later founded the Seva Foundation, whose projects have given back sight to nearly 3 million people worldwide through their work to eliminate preventable and curable blindness.

In 1985, Larry co-founded The Well, a pioneering digital community and he holds a telecom systems patent. He was a professor of international policy and epidemiology at the University of Michigan and has authored two books and dozens of scientific articles on infectious diseases, blindness and international health policy. He volunteered as a physician during several disasters, including the Asian Tsunami in Sri Lanka and Indonesia and the Bihar Floods. After the anthrax attacks in the U.S. in 2001, he volunteered as a first responder for CDC's bio-terrorism effort.

Larry chairs the National Bio-Surveillance Advisory Subcommittee, created by Presidential directive, and is a member of the World Economic Forum Global Advisory Council on Catastrophic Risks. He was elected to the Council on Foreign Relations in 2008. He sits on the boards of the Skoll Foundation and several other nonprofits.

Recent awards include Time Magazine 100 Most Influential People and top 20 Scientists and Thinkers (2008), UN Global Leadership Award (2008), TED Prize (2006), Peacemaker Award (2005) and International Public Health Hero (2004) and two honorary doctorates. In 2009, *The Final Inch*, the documentary about polio eradication which Larry inspired and was funded by Google.org, was nominated for an Oscar.

SUMMARY

The Vice President, Operations will report to the President and serve as a member of the senior executive team. As part of a collegial and matrixed structure, five Vice Presidents who are issue area experts will report to the Vice President, Operations for administrative purposes (budget, operations, human resources, etc.). These five specialists will report on a dotted line basis to the President as it relates to their expertise area (climate change, water scarcity, pandemics, nuclear proliferation, Middle East conflict).

It is the role of the Vice President, Operations to provide leadership and support to the

senior executive team in order to accomplish the organization's overall mission. This individual will ensure the smooth functioning of Skoll Global Threats Fund's daily operations, infrastructure and internal staff, as well as coordinate administrative activities with its constituent organizations, vendors and partners. S/he is responsible for developing and managing the business policies and activities throughout the organization, including business and strategic planning processes, budgeting and financial controls, facilities, information technology, risk management and coordination of human resource practices. The Vice President, Operations will place major emphasis on developing and managing the best administrative interests of the organization.

PRIMARY RESPONSIBILITIES

Specific duties and responsibilities of the Vice President, Operations will include, but not be limited to, the following:

- In partnership with the President and the senior executive team, develop and implement short- and long-range strategic plans with measurable goals that advance the organization's vision and that enable the Fund to achieve its mission.
- Facilitate the success of the President and other Vice Presidents through the allocation of administrative resources. Serve as an advocate for the group by ensuring that resources are deployed in a way that optimizes the work of the content and programming experts.
- Establish the core operating systems, processes and procedures for the organization.
- Manage the organization's plan of record. Provide the planning process and hold staff accountable for plan of record.
- Manage operational and fiscal activities including staffing levels, budgets, legal and tax compliance and business controls.
- Ensure that the organization is managed with strong financial accountability and integrity; identify and achieve operational opportunities to reduce or eliminate costs.
- Manage the interface and alignment of administrative resources with the other relevant Vice Presidents (e.g. Advocacy, Alliances and Scientist).
- Coordinate staff time and resources to ensure successful implementation of key organizational projects and initiatives.
- Identify key business services required by the organization and develop and implement in-house or outsourced service providers. Assume the primary interface role with service providers, including the Skoll Foundation, ensuring high quality delivery of services.

- Establish effective, streamlined, and cost-efficient processes with service providers. Evaluate the effectiveness of service providers and interface with them to resolve complex or out-of-policy operational issues.
- Work with service providers to conduct interviews, hire new staff, and provide employee orientation. Develop and coordinate the process for establishing employee goals, reviewing performance, and evaluating compensation.
- Serve as a communication and coordination hub for Skoll Global Threats Fund staff, which will likely be geographically dispersed and highly mobile.
- Utilize the best technology platform(s) available to distribute information throughout the organization in order to ensure effective communication and to enable decision-making.
- Establish highly collaborative working relationships with others in the entity and across sister organizations.
- Lead reviews of annual operations; monitor and evaluate courses of action to ensure that the mission and organizational objectives are met; implement changes and improvements as needed.
- In the absence of the President, assume overall operational responsibility for the management of the Fund.
- Build a high performing, high morale, and highly collaborative mindset; foster a culture where performance is recognized and where underperformance is remedied.
- Perform other related duties as assigned or required.

PROFESSIONAL EXPERIENCE / QUALIFICATIONS

- An established record of success with progressively responsible experience which includes senior management roles, complex project management and coordination of human resources.
- Strong general management and strategic planning skills combined with expertise in establishing and leading business planning, operational, financial, and human resource systems and processes. The position requires a blend of both strategic and operational experience and capabilities. The successful candidate will have genuine enthusiasm for both and will have the adaptability to move equally between long-term strategic issues to short-term tactical implementation.
- Experience building and leading start-up organizations.
- Very strong interpersonal skills, with demonstrated ability to work effectively and collaboratively with diverse team members and external parties.

- Excellent verbal and written skills. This person will be an articulate, confident communicator and good listener with an open personal style who is equally effective in informal and formal settings.
- Ability to provide effective leadership to peers and senior executive team members who are responsible for a wide array of activities. This person will not be an expert in the specific content areas that are overseen by other Vice Presidents, yet this person will have the substance and gravitas to provide administrative leadership to such experts.
- Proven ability to recruit, supervise, motivate and retain a first-class team and a diverse staff that supports the senior executives.
- Sophistication to work successfully in a globally-oriented organization, along with a "roll-up the sleeves" attitude and hands-on style.
- Combination of for-profit and non-profit experience highly desirable.
- Ability and interest in travelling domestically and internationally.
- The insight to anticipate issues and to create new and innovative solutions; resourcefulness to prevail in a timely manner.
- Demonstrated strong personal compatibility with and commitment to the philosophies and mission of the Fund. While this person is not expected to be an expert in any of the core issues, s/he must embrace, support and exemplify the organization's ideals, core values and objectives.
- The highest level of personal ethics and professional integrity to engender total confidence in his or her business and moral conduct.

LEADERSHIP CHARACTERISTICS

Understanding the Business

- Knows the business and the mission-critical technical and functional skills needed to do the job; understands various types of business propositions and understands how businesses operate in general; learns new methods and technologies easily.

Getting Organized

- Is well organized, resourceful, and planful; effective and efficient at marshalling multiple resources to get things done; lays out tasks in sufficient detail to mark the

trail; is able to get things done with less and in less time; can work on multiple tasks at once without losing track; foresees and plans around obstacles.

Getting Work Done Through Others

- Manages people well; gets the most and best out of the people he/she has; sets and communicates guiding goals; measures accomplishments, holds people accountable, and gives useful feedback; delegates and develops; keeps people informed; provides coaching for today and for the future.

Focusing on Action and Outcomes

- Attacks everything with drive and energy with an eye on the bottom line; not afraid to initiate action before all the facts are known; drives to finish everything s/he starts.

Communicating Effectively

- Writes and presents effectively; adjusts to fit the audience and the message; strongly gets a message across.

Relating Skills

- Warm, friendly, and interpersonally agile; easy to approach and talk to; relates well to all kinds of people; makes a pleasant first impression and builds solid relationships.

Managing Diverse Relationships

- Relates well to a wide variety of diverse styles, types, and classes; open to differences; effective up, down, sideways, inside, and outside; builds diverse networks; quick to find common ground; treats differences fairly and equitably; treats everyone as a preferred customer.

EDUCATION

Bachelor's degree in business or related discipline is required. An MBA or other related graduate degree is highly preferred.

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All submissions will be held in the strictest confidence.

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