

PROGRAM OFFICER

REPORTING TO: EXECUTIVE DIRECTOR

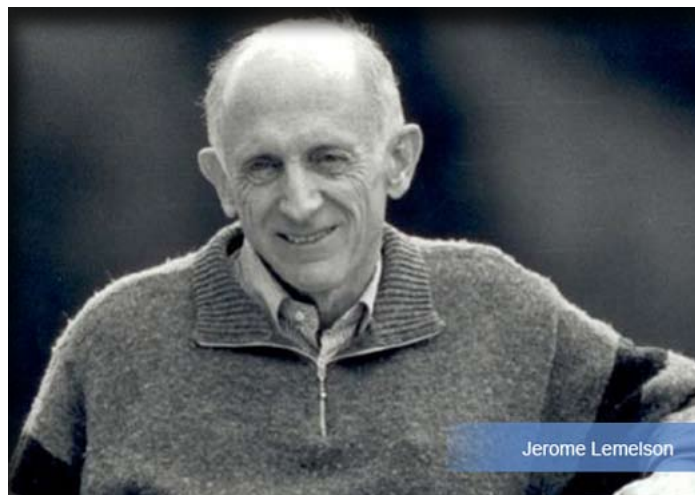
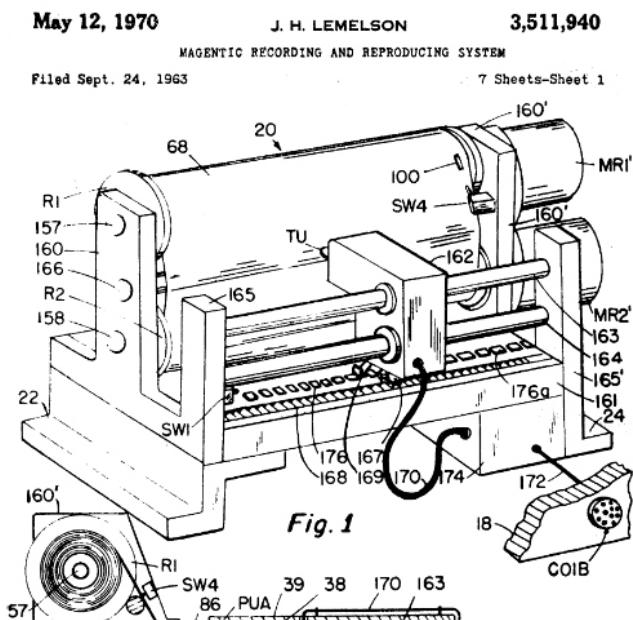
LOCATION: PORTLAND, OR

SALARY: DOQ AND EXCEPTIONAL BENEFITS

FOUNDATION OVERVIEW

The Lemelson Foundation is a private philanthropy established by one of the most prolific independent US inventors, Jerome Lemelson, and his family. The Foundation is committed to inspiring and recognizing inventors and improving lives through invention, both in the US and in developing countries. To this end we seek to expand the pipeline of inventors, inventions and invention-based enterprises that can result in economic and social impact in the US and improve the lives of the poorest populations in developing countries. Additionally, we seek to strengthen the ecosystem that supports the inspiration and education of inventors, as well as the translation of their inventions from ideas to impact through the innovation process and entrepreneurship. The Lemelson Foundation has an endowment of around \$320 million with an annual budget around \$16 million.

For more information click here: <http://www.lemelson.org/about>

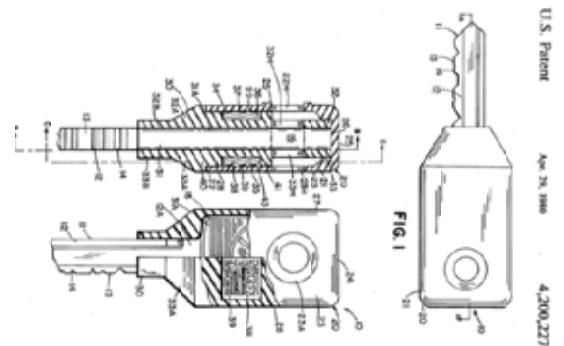


THE POSITION

The Program Officer (PO) will provide support on issues that cut across the Foundation's priorities and are of high importance to the overall strategy. The primary role of the PO is to develop, monitor and manage a portfolio of investments (grants, contracts) and other activities in direct support of the Foundation's strategy. The PO will be expected to apply technical expertise in the evaluation of opportunities, as well as engage expert input from others. Information about current grants click here <http://www.lemelson.org/programs-grants>

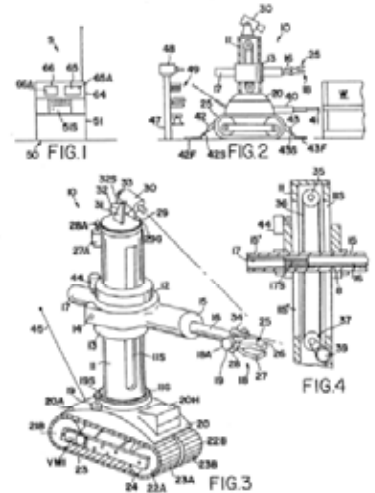
The PO will also contribute to planning, management, and support of a wide range of activities related to strategic planning, strategy implementation, external relationship management, and advocacy, including knowledge management of research and analysis on key issues. The PO will be expected to contribute to learning from what we fund and the work of others in the field, as well as to contribute to the adaptation and evolution of the strategy and their portfolio over time in response to those learnings. The PO will identify ways to create evidence and identify case studies that can support advocacy around our priority issues and help to shape the supporting ecosystem.

The PO reports directly to the Executive Director, and will participate in and provide support to internal working groups and projects on key areas of focus for the team, and work with other program, business, administrative, and communications staff of the Foundation.



PRIORITIES

- The current portfolio for this position will focus on projects and programs that inspire students to become inventor-entrepreneurs and provide educational opportunities that will position them for success in becoming inventors and entrepreneurs that create inventions which improve lives. The portfolio will also include work to enhance the ecosystem that inspires individuals to invent and supports invention and entrepreneurship education.
- The PO will explore new activities within the US and developing countries on the early phases of innovation - education and inspiration, idea generation and incubation.
- The PO will manage a portion of the Technology Dissemination portfolio that consists of projects to promote the creation, manufacturing, distribution and adoption of promising appropriate technologies to alleviate poverty in developing countries.
- In partnership with the Executive Director, program and administrative staff, the PO will participate in shaping and implementing the Foundation's overall strategy focused on invention, innovation and entrepreneurship. The strategy also includes work in advocacy and policy - building partnerships and influence to make innovation more prominent.
- The PO will serve as a resource on technical issues relating to innovation, incubation, and research approaches for other Foundation staff and grantees.



RESPONSIBILITIES

- Manage and support a portfolio of complex grants and contracts requiring high-level grant management skills, including applying and evaluating milestone-based performance objectives.
- Collaborate with and manage relationships with potential grantees to develop plans and projects for funding.
- Explore and identify new opportunities for projects, grants and contracts in support of the Foundation strategy.
- Serve as a partner and resource to grantees to facilitate accomplishment of strategic objectives.
- Partner with foundation business, communications and administrative staff and consultants to maximize impact of the grants and contracts portfolio.
- Synthesize and document results and lessons from grants and contracts including preparing briefings and portfolio reviews for Foundation staff, advisors and Board.
- Contribute to writing background documents, briefs, and presentations, including carrying out relevant literature reviews, landscape analyses, and data analysis.



RESPONSIBILITIES CONTINUED

- Maintain knowledge of relevant fields and others working in these fields.
- Plan and coordinate partner consultations and meetings to expand Foundation knowledge, build communities of practice, inform fields, and develop new partnerships and grants or contracts opportunities.
- Actively participate in the ongoing evaluation of progress against strategic priorities and periodic strategy refreshes, including leading on initiatives or sub-initiatives as assigned.
- In partnership with Foundation leadership and colleagues, define and implement appropriate measures to track performance against strategy of grants, contracts, and other projects.
- Establish and nurture the external partnerships that will contribute to the success of our investments.
- Represent the Foundation and Foundation priorities to the external world.
- Supervise consultants, as needed.
- Contribute to ongoing Foundation process improvements.
- Contribute to a Foundation culture of collaboration, learning, and innovation.



QUALIFICATIONS

- Advanced degree in a related field and 5 or more years' experience in one or more of the following: engineering, technology, science. Expertise in STEM education will also be considered.
- Experience with invention and/or entrepreneurship preferred.
- Experience in program management for government, non-profit, or for-profit funders preferred.
- Demonstrated experience in partnership building and management in the context of shared strategic priorities.
- Knowledge of the invention, innovation and entrepreneurship process.
- Knowledge of, or interest in, priority global development issues preferred.
- Experience working in a developing country or managing programs based in developing countries a plus.

QUALIFICATIONS CONTINUED

- Demonstrated ability to work with efficiency and diplomacy, particularly as part of a team effort.
- Excellent verbal and written communication skills.
- Experience with policy and/or advocacy preferred.
- Demonstrated curiosity and comfort in areas beyond current areas of expertise with proven ability to rapidly acquire knowledge and execute good judgment in a variety of relevant areas.
- Ability to organize/prioritize work and meet deadlines within a fast paced environment with multiple and competing demands.
- Demonstrated ability to work with diverse teams including technologists, engineers, entrepreneurs, governments, non-profits, for-profits, and program implementers.
- Sense of humor and positive attitude required.
- Excellent interpersonal and negotiation skills with the ability to solve problems.
- Ability to travel both nationally and internationally.

To APPLY

The Lemelson Foundation is an equal opportunity employer and all qualified candidates are encouraged to apply. Please address a cover letter and resume to Lara Cunningham at portland@waldronhr.com.

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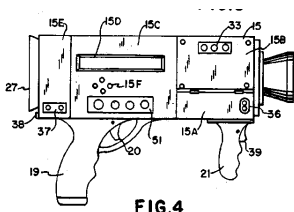
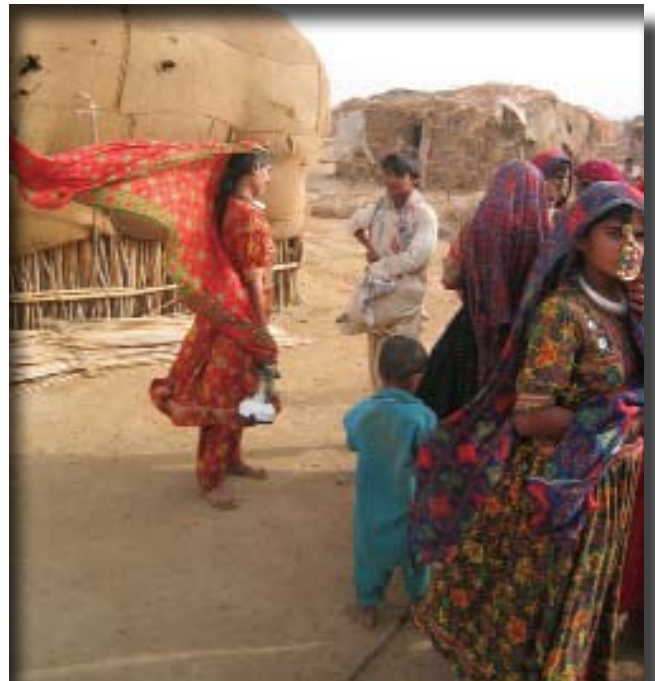


FIG. 4

