
Position Specification

Ref: Program Director, Peacebuilding
Rockefeller Brothers Fund

Our Client

The Rockefeller Brothers Fund is a private, family foundation helping to advance social change that contributes to a more just, sustainable, and peaceful world. It was created in 1940 by the sons of John D. Rockefeller, Jr.—John D. 3rd, Nelson, Winthrop, Laurance, and David—as a vehicle by which they could share advice and research on charitable activities and coordinate their philanthropic efforts to better effect. On July 1, 1999, the Charles E. Culpeper Foundation of Stamford, Connecticut, merged with the RBF. The Fund's endowment is currently valued at approximately \$939 million.

The Rockefeller Brothers Fund is governed by a board of 18 trustees. Approximately half the board are members of the Rockefeller family, including seven from the fifth generation. Members of the board of trustees come from a variety of professional backgrounds, including the arts, education, finance, international relations, law, and social work.

Through its grantmaking, the Fund supports efforts to expand knowledge, clarify values and critical choices, nurture creative expression, and shape public policy. The Fund's programs are intended to develop leaders, strengthen institutions, engage citizens, build community, and foster partnerships that include government, business, and civil society. Respect for cultural diversity and ecological integrity pervades the Fund's activities.

As an institutional citizen of an interdependent world, the Fund is active globally, nationally, and locally in its home city of New York. Grant programs are organized around three themes: Democratic Practice, Peacebuilding, and Sustainable Development. It also has identified several specific locations on which to concentrate cross-programmatic attention. The Fund refers to these as "RBF pivotal places": sub-national areas, nation-states, or cross-border regions which have special importance with regard to the Fund's substantive concerns and whose future will have disproportionate significance for the future of a surrounding region, an ecosystem, or the world. The Fund currently works in two pivotal places: China and the Western Balkans. The Charles E. Culpeper Arts & Culture program, focused on New York, nurtures a vibrant and inclusive arts community in the Fund's home city.

In the years since its founding in 1940, the Fund has developed a distinctive style of grantmaking that is reflected in the following characteristics:

- **Long View.** Grantmaking is primarily concerned with fundamental problems and is designed to contribute to the achievement of long-term goals and to make a lasting impact.
- **Commitment.** Extended commitments are frequently made to specific issues and geographic regions and even to particular grantees.
- **Synergy.** Rather than considering opportunities on a stand-alone basis, the Fund looks for connections among the activities it supports and the themes it pursues, both within and across program areas and in specific geographic locations.
- **Initiative.** The Fund initiates or participates in the development of many of the projects that it supports.
- **Engagement.** In addition to providing financial support, the Fund often works closely with grantee organizations to help strengthen their capacity and advance their work

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- **Collaboration.** The Fund actively seeks opportunities to collaborate with other funders.
 - **Convening.** The Fund devotes time and resources, including the use of its Pocantico Center, to convening groups of diverse stakeholders and encouraging collaboration among government agencies, corporations, and nongovernmental organizations.

The Rockefeller Brothers Fund is committed to the values of diversity, equity, and inclusion. The Fund seeks to manage its philanthropic programs and organizational culture to foster a genuinely inclusive environment that ensures that diverse voices are present and active in all aspects of its institutional life.

The Peacebuilding Program

The RBF's Peacebuilding grantmaking focuses on efforts to prevent and transform conflicts that have a disproportionate influence on international peace and security to advance just and sustainable peace. The Fund is currently focused on Israel/Palestine, conflict in the Afghanistan/Pakistan region, and persistent tensions between Iran and the international community regarding its nuclear program and regional activities.

The program addresses the drivers and consequences of conflict across the wider Middle East, including the refugee crisis, by supporting innovative policies and by strengthening constituencies and political will for enduring peace. The Fund places an emphasis on elevating the role of civil society from these conflict-affected regions – especially women and young leaders – in international peacebuilding and conflict transformation efforts. The role of the United States in the region and, more broadly, in a multipolar world in which relative power and influence are shifting is also of particular interest.

For more information on the RBF and the Peacebuilding Program please refer to:

<https://www.rbf.org/>

<https://www.rbf.org/programs/peacebuilding/guidelines>

The Role

The Program Director will be responsible for developing and executing RBF's strategy for the Peacebuilding Program and for oversight of all existing and future grantmaking, initiatives, and partnerships for the program. S/he will lead the development and execution of the Fund's Peacebuilding program strategy – including identifying and prioritizing key issue areas where the Fund can have tangible impact – and articulating a clear and compelling vision for the Peacebuilding Program both internally and externally.

The Program Director will represent RBF in a complex and sensitive region and must be a respected leader with integrity and sound judgement, able to interact effectively and fairly with key players – from grassroots organizations to high level government leaders – across national, political, and ideological lines. S/he will ensure the development and implementation of innovative and creative programs, initiatives, and research that address the drivers and consequences of conflict in the region and that promote equitable rights, prosperity, and human security.

The Program Director will work with colleagues across the organization to ensure that the Peacebuilding Program is aligned with RBF's broader mission and that its work preserves and enhances the Fund's reputation and ability to fulfill its mission in the Middle East and elsewhere. As a member of RBF's program leadership team, the Program Director will also be responsible for contributing to the strategy and culture of the organization and its overall effectiveness.

Based in New York City, the Program Director reports to the Vice President of Programs. A Program Associate serves on the Peacebuilding program team and reports to the Program Director. This role requires frequent travel in the wider Middle East region, the United States, and Europe.

Duties and Responsibilities include:

Grantmaking (45%)

- Develop and modify program strategies in consultation with trustees, senior staff, and experts in fields of RBF interest, and implement strategies by actively seeking suitable funding opportunities.
- Solicit, review, evaluate, and develop proposals for funding.
- Collaborate with other foundations and partners to advance program goals.
- Review and prepare dockets and support materials to present grant recommendations for approval by the President/Vice President for Programs or RBF trustees.
- Monitor the progress of organizations and projects receiving grant support through site visits and ongoing communication; periodically conduct program reviews and assessments to discern program impact and to inform future strategy development.
- Support grantee visibility, resource development, capacity building, and impact, and advance the Fund's strategic objectives by organizing convenings, meetings, performances, and other activities
- Provide technical assistance and advice to grantees as necessary or requested.
- Support RBF grantmaking activities by coordinating assigned program work with other program staff, and contributing to the Fund's overall program activities.
- Explore opportunities for cross programmatic collaboration.
- Undertake special assignments related to other areas of RBF grantmaking, as requested.

Monitor Developments in the Field (45%)

- Maintain a wide breadth and depth of knowledge about trends, practices, and issues relevant to the program.
- Keep abreast of developments in the field and implement strategies by seeking opportunities for advancing program goals.
- Monitor activities or projects of interest to the RBF.
- Represent the Fund at meetings and conferences related to RBF areas of interest.
- Participate in special initiatives and committees that advance the field and reflect the Fund's interests.

Organizational and Administrative Duties (10%)

- Participate in team-building and program definition work at the RBF for overall organizational development and institutional strengthening.
- Work with, manage, develop, and coordinate efforts of program and administrative staff in program area.
- Manage Peacebuilding program and administrative expense budgets for program area.
- Ensure compliance with local laws and regulations, in collaboration with the Fund's program, legal, and finance/operations divisions.
- All other duties as assigned by the Vice President for Programs.

Candidate Profile

The successful candidate will be a leader of unquestioned intellect, judgment, humility, empathy, and integrity with a demonstrated commitment to the mission of the Peacebuilding Program and the values of the RBF. S/he will be recognized for leadership in the peacebuilding field, including intellectual and/or practical contributions to one or more of the Program's areas of focus. S/he has demonstrated the ability to engage thoughtfully and equitably – in the region as well as internationally and in the US – with civil society, policy makers, researchers, and the media, as well as with other funders and partners, to advance program goals.

The Program Director will have an appreciation for the historical context of the conflicts in the wider Middle East and a deep understanding of the players involved and the contemporary issues affecting the region, including the role of U.S. policy and related public debate. S/he must be able to navigate confidently in ambiguous situations and make decisions in the face of uncertainty or changes that are aligned with RBF's core values. Highly ethical and with excellent judgement, s/he will have the ability to make course corrections to strategy and programs as necessary and to rise above preconceptions and ideology to consider problems and conceptualize solutions based on evidence, merit, and desired results.

We are looking for an effective communicator and relationship builder with the professionalism and clarity to represent RBF. S/he will have tested interpersonal skills and the capacity to listen with an open, empathetic mind in order to build relationships based on trust and understanding with grantees and partners.

The successful candidate will have a track-record of having led or contributed to highly functional, diverse teams and of working collaboratively with different groups and departments. S/he will encourage open and honest debate and will solicit and embrace diverse points of view. Above all, s/he

must be at ease operating with a great degree of autonomy while maintaining a strong sense of personal and collective accountability.

Skills and Competencies

Skills and Experience

- B.A./B.S. or equivalent and ideally an advanced degree.
- A minimum of 7-10 years of relevant work experience.
- Sound understanding of and passion for contemporary issues related to the Middle East.
- A track-record of working successfully with civil society, international organizations, governments, and grantmaking institutions.
- Understanding of an array of potential tools useful for advancing public policy and/or institutional reform objectives, including research and report writing, convening, advocacy, media, grassroots organizing, market-based instruments, and strategic planning.
- Familiarity with the operations of nonprofit organizations; ability to provide leadership that is responsive and sensitive to the needs and current capacity of grantees.
- Leadership, facilitation, and project implementation experience that includes analysis, problem solving, convening, writing, and oral presentation.
- Demonstrated ability to work independently and manage multiple projects simultaneously.
- Prior grantmaking experience is desirable but not a requirement.

Strategic Leadership

- Has a clear, compelling vision for the programmatic priorities of the Peacebuilding Program. Can develop program ideas and articulate them effectively within the RBF and to grantees, partners, and other audiences.
- Strong strategic orientation with demonstrated analytical and conceptual skills.
- Multi-dimensional, multi-disciplinary thinking.
- Has the ability to see the big picture as well as its component parts and has an interest in connecting the dots.

Relationship Building and Influence

- Has exceptional communication skills; highly articulate and persuasive; has a compelling manner and the ability to motivate others to pursue common objectives.
- At ease in a front-facing role and as an advocate.
- Humility and modesty; has an interest in listening to issues of importance to other people.
- Develops and sustains excellent relationships at all levels in the workplace and with external partners and stakeholders. Builds strong networks and coalitions (internally and externally) to move agendas forward.
- Collegiate and collaborative work style. Respectful of others' time and efforts.
- Has effective team building and mediation skills.
- Culturally astute and aware. Can see the world from multiple perspectives. Has a true appreciation of the different issues and cultural contexts in the Middle East.
- Diplomacy; humility, warmth, and sensitivity; drive, passion, and determination.

Commitment and Shared Values

- Understands and supports the philanthropic mission of the RBF.
- Respects and values those who partner with or request assistance from the Fund.
- Appreciates differences in perspectives and point of view, and works collaboratively with colleagues toward shared goals and objectives. Respects the contribution of each employee of the RBF and supports colleagues in fulfilling their individual responsibilities.
- Ability to rise above their programmatic role and contribute to the overall mission of the Fund.
- Commits time to RBF activities and conversations that strengthen the Fund's culture and improve its effectiveness.
- Manages the resources of the RBF in a responsible manner that maximizes the funds available for charitable activity.

Personal

- Highly ethical and with strong judgment; able to navigate political and/or controversial situations with integrity.
- Confidence, maturity. Has a strong, healthy ego and the humility to admit failures and identify learnings gained from them. Is resilient in the face of setbacks.
- Energetic, motivated, decisive. Has passion for the role and a high capacity for work.
- Intellectually curious; willing to explore new ideas and areas.
- Appreciates the value of diversity and equal opportunity in professional and personal relationships.

To submit an application, please contact Russell Reynolds Associates at the email address below. All inquiries and discussions will be considered strictly confidential.

RBFPeacebuilding@russellreynolds.com