



**THE 360 GROUP**  
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# Metta Fund

## Director of Program Strategy

### Position Description & Candidate Profile

# Director of Program Strategy

## Location

San Francisco, CA

## Reports to

Chief Executive Officer

## Our Client

Founded in 1998, Metta Fund (“the foundation”) is a private foundation formed from the merger of Davies Medical Center with California Pacific Medical Center/Sutter Health. Metta Fund is dedicated to advancing the health and wellness of San Francisco’s aging population, particularly focusing on social determinants of health. The foundation prioritizes areas where community needs are greatest and where systemic change is needed to address health inequities, and partners with innovative nonprofits in the field.

Today, Metta Fund collaborates with an array of private and public organizations and leaders throughout San Francisco and California. As a notable example, Metta Fund is involved in the development of the California Master Plan for Aging, for which Governor Newsom called through an executive order in 2019.

Expanding and deepening these relationships will be critical to Metta Fund’s organizational maturity and impact. At the same time, the foundation has an opportunity to design and implement strategies to build capacity and leadership in key underserved neighborhoods, resulting in better health outcomes for some of the city’s neediest areas and most vulnerable residents. In the coming year, Metta Fund intends to expand its focus on those San Francisco older adults who are furthest from access and opportunity.

Metta Fund is governed by a seven-member Board and has an eight-person staff, with assets of approximately \$70 million.

Learn more about Metta Fund at <http://www.mettafund.org>!

## Position Responsibilities

Reporting to the Chief Executive Officer, the Director of Program Strategy plays an integral role in achieving Metta Fund's vision of an inclusive, connected, multi-generational, healthy, and thriving San Francisco. She or he will be responsible for driving the foundation's grantmaking and programmatic investments, learning and evaluation efforts, and partnerships. The Director of Program Strategy will serve as a member of the management team, exercising discretion over significant matters, and may be designated as the person in charge of the organization's activities in the CEO's absence.

This position, in close coordination with the CEO, leads the development and implementation of the foundation's strategic plan, which guides all Metta Fund activities. The Director of Program Strategy assumes primary responsibility for developing and managing all aspects of the foundation's learning, measurement, and knowledge management systems – particularly ensuring that learning can be used for ongoing strategic development, grantmaking and grantee capacity building. As part of the Director of Program Strategy's work she or he will build new partnerships to grow and leverage the foundation's work, manage special projects, and serve in a high-profile external role at key functions. She or he will consistently collaborate with the Director of Communications to incorporate communications strategies that advance program goals and ensure that the foundation's work and lessons are transparent, well understood, and shared broadly with other funders, partners and government officials. This position supervises the Program and Grants team and all related consultants.

Specifically, the Director of Program Strategy will be responsible for:

### *Program Management*

- Staying abreast of emerging issues, prospective partners and new opportunities to further Metta Fund's equity mission
- Defining the intended outcomes and results of the foundation's community investments
- Setting priorities and conditions to successfully achieve goals, strategies, and mission, and cultivating a healthy organizational culture
- Constructing, managing and implementing program and grantmaking budgets

- Supervising the Program and Grants team members and associated consultants

### *Learning and Evaluation*

- Fostering a learning culture within the organization and within the grantee community; goals include creating synergy across the program team and outside programs, as well as across grantee portfolios, which includes measurement of grantees' efforts along with the foundation's efforts in assessing mission alignment
- Leading efforts to assess Metta Fund's impact, innovation, and influence on health, aging, and philanthropy
- Overseeing the continued development of knowledge and grants management systems that compile, codify, document, and summarize results and learning from grant partners
- Developing an internal platform for information-sharing to ensure that Metta Fund translates learning into action
- Working with the CEO and Director of Communication to determine and disseminate lessons learned to key stakeholders
- Establishing a long-term plan for learning and feedback with the foundation's Board of Directors

### *External Relations and Partnerships*

- Identifying and recommending community initiatives, collaborations, and signature partnerships to achieve greater community impact
- Strengthening existing relationships and cultivating productive new ones with key community stakeholders, including elected officials, public-sector leadership, private-sector partners, and other thought leaders
- In partnership with the Director of Communications, developing and executing strategies and activities to advance the foundation's thought leadership, including writing, speaking, convenings, events and presentations to key audiences
- Identifying potential leadership opportunities, and participating accordingly, to strategically position Metta Fund as an influential philanthropic and community leader on public health and aging matters

## Profile of the Successful Candidate

The Director of Program Strategy will be a collaborative, seasoned, and mission-driven leader with well-honed programmatic and leadership skills. The ideal candidate will be a strategist with demonstrated commitment to and experience with community-level health issues. She or he will have a forward-looking orientation combined with the ability to drive ideas, activate vision, and build and bridge connections - all with a very high level of credibility.

More specifically, Metta Fund seeks a professional who has:

- Ten to fifteen years of leadership experience in programmatic and initiative implementation
- Background in health, health policy, or the aging field
- The ability to identify trends in practice and guide resources accordingly
- Experience in advocacy grantmaking
- Capacity to see the big picture, yet pay attention to important details
- The ability to forge pragmatic solutions in environments characterized by ambiguity and complexity – planning, prioritizing and executing work in a proactive fashion
- Demonstrated commitment to social justice
- An energetic, entrepreneurial nature that combines intellectual curiosity with analytical skills and political savvy
- An open-minded, big-picture approach to creative solutions
- Strong oral and written communication skills
- An inclusive, consensus-building leadership style both in and out of the public spotlight that inspires the field of philanthropy around the role of emerging professionals
- Proven ability to develop and monitor organizational budgets

## Start Timeframe

We seek to have someone in place by late Spring 2020.

## Compensation

This position offers a competitive salary and includes a comprehensive benefits package. We actively welcome all candidates from a wide range of backgrounds who have the skills to fulfill this role – regardless of compensation history.

## To Apply

All applications are held in strict confidence. Please submit your credentials and a letter of interest through our private applicant portal to The 360 Group at:

<https://the360group.us/portal/>

Applications should be directed to the attention of Vincent Robinson, Founder and Managing Partner, and Maureen Capitolo, Principal. Applications will be reviewed on a rolling basis. Earlier applicants may receive priority consideration. To be considered, The 360 Group encourages all interested candidates to submit their applications promptly, via the confidential applicant portal linked above.

*At The 360 Group, we know that a richly diverse mix of professionals makes organizations more effective. Using that principle as our “North Star,” we make diversity a hallmark of our firm, and all of our search engagements.*

**Learn more about The 360 Group at [the360group.us](https://the360group.us).**