

GoodCitizen

The Schmidt Family Foundation/11th Hour Project
Program Manager, N²
Location: San Francisco Bay Area or Los Angeles, CA

About The Schmidt Family Foundation and the 11th Hour Project

Established in 2006 by Wendy and Eric Schmidt, The Schmidt Family Foundation (TSFF) works to restore a balanced relationship between people and planet. TSFF pursues its mission through three innovative and thoughtful strategies: 1) The 11th Hour Project, 2) the Impact Investment Program, and 3) Schmidt Marine Technology Partners. The Schmidt Family Foundation is a private foundation with growing assets of over \$2 billion and an impact investment portfolio of approximately \$160M of assets under management.

The 11th Hour Project, a project within TSFF, partners with communities around the world in working for renewable energy, resilient food systems, healthy oceans and the protection of human rights. Core to their mission to restore a balanced relationship between people and planet depends upon their ability to interweave inclusion, diversity, equity, and accessibility (IDEA) into the foundational fabric of organizational strategy. They resource many movements run by and in service of historically excluded demographics, particularly BIPOC and frontline communities, because environmental and social justice will not happen without them at the center. As such, the 11th Hour Project's programmatic and organizational strategies incorporate IDEA, and they strive for increased accountability and impact in all that they do.

For more information on The Schmidt Family Foundation and the 11th Hour Project, visit: www.tsffoundation.org and <https://11thhourproject.org/>

The Opportunity

The 11th Hour Project is looking for a strategic, relationship-oriented, and passionate candidate to join the N² Program, reporting to the N² Program Director for the 11th Hour Project.

The [N²](#) (nature + nurture) Program Manager will support organizations, initiatives, and movements that enable access and support for youth to thrive through nature and nurture. When all young people are supported, particularly those who are Black, Indigenous, and People of Color, to lead and thrive through meaningful outdoor experiences, there are new opportunities for broader social change. The 11th Hour Project address these goals through supporting national infrastructure for field-level change, place-based capacity, and Indigenous-led efforts around land-based and culturally appropriate learning for youth. In all of these strategies, the 11th Hour Project prioritizes groups whose leadership reflects the respective communities being served, multi-year, general operating support, and collaboration. This program's impact intersects the fields of youth development and organizing, the environmental and outdoors movements, and other systems that affect youth's ability to thrive.

This position will report to and work collaboratively with the Program Director, N², who oversees the program. Together, the Program Director and Program Manager will oversee the strategy and implementation of the N² program, which distributes \$10 million per year.

Key Responsibilities

Grantmaking

- Create, shape, manage, and refine program strategy for a subset of specific priorities of the N² program
- In collaboration with Program Director, contribute to and identify potential opportunities for transformational change and develop overall N² strategy recommendations to achieve program objectives
- Gather and analyze monitoring and evaluation data to assess program impacts, gaps, and challenges in the program's strategy, and generate learning that informs future grant-making
- Present grant strategy and recommendations to TSFF leadership
- Maintain and share knowledge of current events in the assigned strategic areas to inform programmatic outcomes

Network Building

- Develop/lead positive and productive partner and grantee relationships with a wide range of organizations and individuals
- Manage and execute site visits to regions of geographic focus, cultivating thoughtful and helpful relationships with grantee partners

- Build, maintain, and expand upon an existing network of funder and other collaborators
- Represent TSFF at conferences and gatherings
- Actively participate in and facilitate team meetings, affinity groups, and other network activities, including webinar coordination, and conference planning
- Contribute to a healthy workplace culture at TSFF collaborating closely with other programs of the Foundation on aligned grantmaking

Organizational Management/Administration

- Solicit, review, and analyze grant proposals and financial documentation
- Prepare and complete required grant documentation for approval
- Maintain grant files, including contact management, budget spreadsheets and planning, evaluations, and metrics reporting
- Support annual budget planning and re-forecasting processes
- Work closely with grants administration, legal, and finance teams to ensure grants are processed in a timely, accurate, and compliant manner as well as contribute to the administrative needs of the Program more broadly

Ideal Candidate

TSFF seeks a values-driven leader with a deep commitment to advancing equitable access to nature and the outdoors. The ideal candidate brings experience in fields such as philanthropy, environmental justice, youth development, the outdoor movement, or community organizing—and, more importantly, approaches their work with a strong equity lens and a deep understanding of how systemic inequities have shaped access to these resources.

The Program Manager must be both a systems thinker and a tactician: someone who can translate high-level strategy into concrete action, and who is equally comfortable engaging in thoughtful strategic sparring and rolling up their sleeves to move day-to-day work forward. They are skilled at navigating complexity from a community-centered perspective and thrive in roles that balance visionary leadership with operational execution.

Highly emotionally intelligent and self-aware, this person builds strong, trusting relationships with colleagues, grantees, and stakeholders. They are adaptable, diplomatic, and energized by collaboration across differences. They excel in board rooms and community settings alike and bring a warm, grounded presence that makes them not only a respected partner—but also someone people enjoy working with.

Curiosity, humility, and strong communication skills are key. The Program Manager is an active learner who embraces opportunities to stretch into new geographies, issues, and networks, identifying intersections and opportunities with ease. They

bring a spirit of shared learning and mutual respect to every partnership, helping to foster a culture of inquiry, reflection, and growth.

Qualifications

- At least 7–10 years of progressively responsible experience in one or more fields relevant to the N2 program—such as philanthropy, environmental justice, youth development, the outdoor movement, or community organizing. Deep understanding of systemic inequities and their impact on access to the outdoors is essential.
- Demonstrated ability to think strategically and systemically, with experience translating big-picture ideas into practical, actionable plans. Strong capacity to analyze complex information and make thoughtful, equity-driven recommendations.
- High emotional intelligence and a collaborative approach to leadership. Skilled at building and nurturing relationships with a wide range of stakeholders, including grantees, funders, and team members. Experience contributing to healthy, values-aligned organizational culture.
- Clear and compelling communicator—verbally and in writing—with the ability to synthesize and present ideas to diverse audiences. Comfortable facilitating group discussions and thought-partnership conversations, especially around strategy.
- Self-starter who can manage multiple projects and priorities with flexibility and follow-through. Comfortable navigating ambiguity and evolving priorities in a dynamic, mission-driven environment.
- Demonstrated commitment to continuous learning. Open to stretching beyond existing areas of expertise and quickly building knowledge of new issues, geographies, and communities.
- Experience managing budgets and supporting grantmaking processes, including proposal review and financial documentation. Strong organizational and administrative skills.
- Personal or professional experience within Indigenous, BIPOC, or rural communities is highly valued. A strong alignment with and commitment to the vision, values, and goals of the N2 program.

Don't exactly fit the description? Research shows that certain demographics, especially women and other marginalized groups, tend to only apply for a job when they meet all the criteria. If this role sounds like a great fit for you but you don't meet every item on the checklist, we encourage you to apply anyway.

Compensation and Location

The Schmidt Family Foundation offers a competitive salary of \$145,000-\$155,000 at the Program Manager level and a best-in-class benefits package, which will be shared during the process. The Program Manager can be based in the San Francisco Bay Area or Los Angeles and is expected to work in the office three days a week. The ideal candidate will be already located in the Bay Area or Los Angeles or willing to relocate. There are no exceptions to the location requirement for the position.

The Schmidt Family Foundation's EEO Statement

The Schmidt Family Foundation (TSFF) is an equal opportunity employer and we strive to create an atmosphere where diversity of identity, experience, and background are welcomed, valued, and supported. We believe that diversity brings about greater results on all levels and we aim to use our resources to generate greater impact through our work. Candidates who contribute to this diversity are strongly encouraged to apply.

To Be Considered

Please submit your resume and cover letter expressing your interest in the position and fit for the role via the "[Become a Candidate](#)" button. Letters may be addressed to Kevin Bryant.

Applicants applying by **June 13th** will be given priority consideration, with the position open until filled.

GoodCitizen has been exclusively retained by The Schmidt Family Foundation to lead this search. For questions, please contact:

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