



THE 360 GROUP
— EXPECT THE UNEXPECTED —

Skoll Foundation

Managing Director of Convenings

Position Description & Candidate Profile

Managing Director of Convenings

Location

Palo Alto, CA

Reports to

Chief Communications & Partnership Officer

Our Client

Skoll Foundation seeks to catalyze transformational social change by investing in, connecting, and championing social entrepreneurs and other social innovators who together advance bold and equitable solutions to the world's most pressing problems.

Jeff Skoll, the first employee and first President of eBay, created Skoll Foundation in 1999 to pursue his vision of a sustainable world of peace and prosperity for all. The Foundation is part of the Jeff Skoll Group, which also includes Participant (formerly known as Participant Media) and the Capricorn Investment Group. The Foundation is led by CEO Don Gips, the former US Ambassador to South Africa during the Obama Administration, and President and COO Marla Blow, an established social entrepreneur and innovator. Skoll Foundation has an extremely talented and committed team of more than 50 staff members.

Skoll Foundation is at an exciting inflection point in its two-decade long history, with equity at the center of an evolving strategy that extends beyond its focus on social innovators of all types working across sectors. The Foundation aspires to fundamentally shift the trajectory on urgent global problems including pandemics and global health systems, racial justice, climate change, effective governance, and inclusive economies. The Foundation does this by *connecting* social innovators around the world, *investing* in their solutions, and *championing* their work.

The Foundation is committed to finding new ways to streamline its operations and support the organization as it drives transformational social change globally. Learn more about Skoll Foundation at www.skoll.org.

Position Responsibilities

This position will lead the strategic vision and execution of the Skoll Foundation's convening programs, inclusive of both virtual and in-person events. The Managing Director of Convenings (MDC) reports to the Vice President of Partnership and

Community Engagement while working in close collaboration with peers across Skoll staff and the executive team to advance the Connect and Champion work of the Foundation. This role is a Connect and Champion team lead.

The MDC will drive and manage all components of Skoll Foundation convenings, including the flagship annual Skoll World Forum. The MDC will also connect the Skoll Foundation's convening strategy to execution; envisioning, planning, and implementing new ways to convene and connect the Foundation's network of social innovators working in more than 130 countries.

To be successful, the MDC must have a robust awareness and understanding of complex global issues and experience identifying diverse leaders to connect and engage in dialog to drive impact. This person should be skilled in complex project management, executive-level communications, and partner cultivation and management. This person will be intellectually curious, thoughtful, creative, humble, and highly organized, with top-notch communications and relationship-building skills.

Specifically, the responsibilities of the Managing Director of Convenings will include:

Curation, design, and production for all online and in-person events

- Team management and leadership, with direct reports, including the Director of Event Production, and Program Manager, Connections & Convenings
- Budget oversight and management
- Oversee all research, development, and execution of plenaries and sessions (panels, workshops, etc.) across a wide variety of topics for the Skoll World Forum (virtual and in person) and other Skoll-hosted events
- Monitor relevant global news, emergent issues, solutions, experts' and practitioners' work, and keep a finger on the pulse of trends
- Prioritize diversity, equity, and lived experience in the selection of prospective speakers, Delegates, attendees and contributors to convenings
- Seek creative ways to connect and activate the Skoll network toward action and impact throughout the year

Partner collaborations

- Collaborate with the Funder Alliances, Network and Partnerships, and Community teams to identify activation and connection opportunities for the broader Skoll network

- Collaborate with the Public Engagement, Communications, and Creative Services (PECCS) teams to develop and deploy communications, engagement, and distribution strategies for convenings
- Manage convening partnerships throughout the year
- Advise external and partner conveners on voices to amplify from the Skoll network through their events and other channels

Profile of the Successful Candidate

The MDC should have first-hand experience with social entrepreneurship and innovations challenges. Direct experience with grassroots social change, investigative journalism, convening, policy advocacy, or entrepreneurial organizational development and capacity building is strongly preferred.

More specifically, Skoll Foundation seeks a seasoned professional who has expertise in these areas:

- 10+ years of leadership experience with a track record of substantial event and convenings oversight and production
- A track record of innovatively translating strategic thinking into action plans and output, with a reputation for inspiring creative thinking and fostering problem-solving
- Experience in building, developing, coaching, and mentoring teams
- An entrepreneurial spirit, with the ability to embrace opportunity and overcome challenges
- Excellent written, oral, interpersonal, and presentation skills and the ability to effectively partner with senior leadership and staff
- A collaborative, flexible, and collegial orientation, combined with institutional savvy and executive presence
- Proven ability to motivate staff, grantees, and other business partners; high degree of integrity and honesty
- Strong ethical leadership and commitment to the core values of the organization
- Commitment to lifelong learning and appreciation of the need for adaptation as a catalyst for growth

Start Timeframe

We seek to have someone in place by early 2023.

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, Managing Partner or Monica Rodgers, Senior Consultant. 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.