



July 2022

Program Manager for Learning Minds Portfolio



About the Jacobs Foundation

Headquartered in Zurich, Switzerland, the Jacobs Foundation is one of the world's leading foundations in the field of child and youth development. Established by entrepreneur Klaus J. Jacobs and his family in 1989, we commit an average annual budget of CHF 55 million to support research and programs in the fields of learning and child and youth development.

For more than 30 years, we have devoted ourselves to promoting child and youth development all over the world. With the complex social changes taking place in the world today, education is becoming increasingly important for success in life. Through our activities, we identify important issues and societal needs in education and learning. Together with our partners we seek to find innovative ways to promote learning and child development, and to facilitate social change and lasting impact.

Our projects span a range of activities, including research on individual learning and education and technology, facilitating the sharing of best practices, collaborative efforts to eradicate child labour, research fellowships, and a major international conference.

The Learning Minds portfolio combines rigorous research, social innovation, and entrepreneurship on a global scale to strengthen the global research and evidence base and shape the future of learning and development.

The Role

Position: Program Manager Learning Minds Portfolio

Location: Zurich, Switzerland

Workload: 1.0 FTE

Duration: Permanent contract

Key Responsibilities

- Proposal management, including processing and recording of proposals as well as preparation of internal decision documents
- Administration of funded programs and projects in cooperation with the portfolio team such as correspondence; preparation of contracts; invoice and budget controlling; management of funded projects as well as updating project data in our PM system
- Analysis of partner report data, compilation and documentation of lessons learned
- Coordinating the Young Scholars Program for the biannual scientific Jacobs Foundation Conferences
- Support selection process, alumni management and organization of annual meetings for the Jacobs Foundation Research Fellowship Program
- Represent the Foundation and Learning Minds Portfolio in internal and external meetings
- Support the team with travel planning, organization of meetings and events

Qualifications and Experience

- Bachelor's degree in a humanity or a social science
- Professional experience in Program Management preferably in the philanthropic or research sector; practical experience in research funding and management is an asset
- Interest in child and youth development, education, and learning; work experience in these areas is an advantage
- Passionate about evidence generation and translation that can support solution development, validation, or adaptation of practices to new settings
- Experience in project management, incl. financial planning and controlling
- Strong analytical, strategic, and project management skills
- Confident use of Microsoft Office applications
- Practical and efficient at getting things done under pressure and with attention to detail
- Excellent communication and relationship skills
- Independent and result-oriented workstyle
- Excellent command of written and spoken English and German, scientific communication skills in English and German are an asset

What the Jacobs Foundation offers

- A dynamic, international, and highly supportive working environment with a meaningful purpose
- Attractive employment conditions
- The opportunity to contribute to the Foundation's investment in the future of young people by transforming learning and education worldwide
- Working as part of a small, cohesive team in a beautifully located historic building in our Zurich office



How to apply

Before applying, please check that you can answer yes to the following questions:

- Do you meet the requirements and have the needed experience?
- Are you an EU National or have a Swiss work permit and are willing to work on site in Zurich approx. 3 days per week?

If you can answer yes to the above questions, then please proceed to click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter.

Please provide a CV and cover letter in two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

Timeline

Closing Date: 31 August 2022

Selection process

All candidates will receive an update regarding their application. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

The Jacobs Foundation is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, sexual orientation or preference, gender identity, national origin, disability status, age or any other characteristic protected by law.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email hr@jacobsfoundation.org in the first instance.



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