



UC BERKELEY-HAAS SCHOOL OF BUSINESS –DAVID AND LUCILE PACKARD FOUNDATION
JOB DESCRIPTION: GLOBAL REPRODUCTIVE HEALTH FELLOWSHIP 2023-2025

PROGRAM ANALYST, GLOBAL REPRODUCTIVE HEALTH

FOCUS AREA: SUB-SAHARAN AFRICA

Intended Start Date: mid-September

Location: The David and Lucile Packard Foundation, Los Altos, CA

With travel to Sub-Saharan Africa

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About Berkeley

The employer is the University of California, Berkeley. At Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff. The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

About the David and Lucile Packard Foundation

The David and Lucile Packard Foundation is where the Program Analyst will work. The Packard Foundation was established in 1964. David and Lucile Packard believed that along with universities, national institutions, community groups, youth agencies, family planning centers, and hospitals, foundations constitute a great American tradition that complements government efforts to focus on society's needs. The foundation's mission is to work with people and communities to create enduring solutions for just societies and a healthy, resilient natural world. Through a recent strategic planning process, the foundation identified three overarching, interdependent goals to guide the Foundation's work: Protect and Restore Our Natural World, Invest in Families and Communities, and Build Just Societies.

About the Global Reproductive Health Program

The goal of the Global Reproductive Health Initiative (Global RH) is to increase equitable access to quality reproductive health care such that quality information and services are accessible and affordable to all who need them. They focus on supporting grantees' work on essential services such as comprehensive abortion, voluntary contraception, and adolescent sexual and reproductive health. To do this, the Global RH Initiative works strategically across the global system to center the needs of women and young people and foster supportive policy, innovation, learning, and connections that will drive change. They believe that the ability of all people to realize their reproductive health and rights is vital to achieving gender equity. Anchoring this vision are the values for how they work as a team and support their grantee partners – with humility, creativity, and care.

The Global RH Initiative sits within the Packard Foundation's goal to "Build Just Societies", which are key to

supporting families and communities and protecting our natural world. When the institutions, structures, policies, and practices that form societies are inclusive and fair, they create conditions for more sustained progress on issues such as racial equity, reproductive rights, and a strong civil society and thriving civic space.

About the Partnership

The UC Berkeley-Haas School of Business (through the Center for Social Sector Leadership) offers this unique fellowship in philanthropy at the David and Lucile Packard Foundation to provide next generation leaders the opportunity to engage with philanthropic and nonprofit leaders and work with a grantmaking team serving diverse issues and populations in the RH program.

The vision for this partnership is to strengthen the future of philanthropy and civil society by providing recent graduates from diverse disciplines and backgrounds a professional-level introduction to philanthropy and the nonprofit sector. The goals of the fellowship are to 1) introduce recent graduates to philanthropy and the role of nonprofits to strengthen their impact in a future career and 2) introduce the Foundation to fresh ideas, new skills, and diverse perspectives. The fellow will join a cohort of five other fellows at the Foundation working on conservation & science, families and communities, reproductive health, and civil society and leadership. There will be quarterly activities for the cohort of fellows.

The position will support RH's strategic planning, grantmaking, research, and monitoring, evaluation and learning. This position will take day-to-day direction from the RH Program Officer.

While placed at the Packard Foundation and receiving day-to-day supervision from a program officer there, the fellow will also enjoy full support from UC Berkeley-Haas School of Business' Founder and Faculty Director of the Center for Social Sector Leadership. The Berkeley supervisor will provide context for the foundation world, access to resources for fellowship success, and personal coaching and supervision for the fellow. Since the purpose of the fellowship is to develop leaders, the fellowship also includes a professional development budget for the fellow to attend reproductive health and philanthropy conferences, take relevant workshops and seminars, receive professional career coaching, and develop specific skills and knowledge particular to the fellow's next career goal. More information about present Research Analysts placed at the Packard Foundation is available here: <https://haas.berkeley.edu/cssl/programs-events/philanthropy-fellows/>.

Primary job responsibilities

- Work with the Foundation's RH team on a range of activities, specifically focused on Sub-Saharan Africa, supporting the grant making process, including conducting research and analysis on topics that can inform grant making and strategy development, and contributing to assessments of grantee organizations
- Provide support to the program officers, including preparation of materials and agendas for program meetings, grantee meetings, and field convenings; participation in grantee meetings and site visits, preparation of meeting summaries, and management of follow-up actions stemming from those meetings
- Contribute to grant portfolio reviews on a quarterly basis, compiling information across grantees to create consumable documents.
- Assist with the monitoring, evaluation, and learning activities associated with the RH strategies, such as theory of change development, compilation of grantee outcomes and indicators, and creating program dashboards
- Interact with the Foundation's program and evaluation staff, grantees, funding partners, government agencies, and content experts as needed to complete assigned projects and gain exposure to strategic philanthropy in practice; travel to meet with new and existing partners, and attend relevant conferences
- Engage in both university and foundation communities and professional development opportunities

related to the Program Analyst's work.

Qualifications

- Extensive experience and/or graduate level education in health, the social sciences, public policy, business or a related social justice field, with experience working in Africa
- Interest and dedication to work aimed at achieving reproductive health and rights
- Deeply capable as a strategic thinker and creative problem solver; ability analyze, conduct research, and understand scientific studies
- Outstanding oral and written communication skills, including the ability to structure analysis, synthesize, and deliver reports that clearly explain complex topics
- Outstanding interpersonal skills and an ability to work effectively in a team setting
- Demonstrated strong initiative, self-motivation, and ability to efficiently manage multiple tasks and projects in diverse areas
- Demonstrated ability to apply judgment in ambiguous situations and make sound decisions with limited information
- Demonstrated ability to work collaboratively across virtual teams (all) and international time zones (Sub-Saharan Africa)
- Willingness to travel, potentially for an extended period of time in Sub-Saharan Africa

Education/Training

- Bachelor's degree in related area and/or equivalent experience/training

Preferred Qualification

- At least two years professional experience in Sub-Saharan Africa preferred
- Graduate level education in business, social science, public policy, public health, social work, social science, education, economics, law, medicine, or related fields
- Knowledge of and experience with gender equity and reproductive health
- French language skills a plus

Salary & Benefits

This is a 2 year, 100% full-time (40 hrs a week) exempt position, which is paid monthly and eligible for full UC Benefits with the possibility of extension. Annual salary is commensurate with experience up to \$90,000.00. For information on the comprehensive benefits package offered by the University visit: <https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

How to Apply

At jobs.berkeley.edu, please submit your cover letter and resume as a single attachment in the *Resume* section of your application. The job title is Program Analyst 3 (7398U), Haas School of Business - #50553. External candidates, [click here](#) to apply. Internal candidates, [click here](#) to apply. Please be sure to submit your cover letter and resume as a single attachment when applying. Position will remain open until filled.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

<https://www.eeoc.gov/know-your-rights-workplace-discrimination-illegal-poster>

For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>