

Bill & Melinda Gates Foundation Position Description

Title: Director, Water, Sanitation & Hygiene, Global Development Program

Foundation Overview

Guided by the belief that every life has equal value, the Bill & Melinda Gates Foundation works to help all people lead healthy, productive lives. In developing countries, we focus on improving people's health and giving them the chance to lift themselves out of hunger and extreme poverty. In the United States, we seek to ensure that all people—especially those with the fewest resources—have access to the opportunities they need to succeed in school and life. Based in Seattle, the foundation is led by CEO Jeff Raikes and co-chair William H. Gates Sr., under the direction of Bill and Melinda Gates and Warren Buffett. Sylvia Burwell, President, Global Development, leads our Global Development program.

Group Summary

Over 2.5 billion people live on less than \$2 a day. For one person in eight, hunger is a constant, potentially deadly, companion. The vast majority of the poor also lack access to the most basic financial services and only a tiny minority have access to the Internet. The foundation's Global Development Program is working with motivated partners to create opportunities for people to lift themselves out of poverty and hunger.

Within this program, the Water, Sanitation & Hygiene (WS&H) initiative works to find effective, sustainable and scalable ways to assist the billions of people who lack access to safe water, adequate sanitation, and appropriate hygiene practices. Our grants fund both direct solutions, such as user-led sanitation, as well as key elements for sustainable services, such as improvements to sanitation technologies and business models. In all cases, we seek to catalyze action by others and to leverage the foundation's particular capabilities, such as taking risks to drive innovation and engaging with a wide range of partners to achieve measurable results.

Responsibilities:

The Director of Water, Sanitation and Hygiene will provide strategic leadership of the WS&H initiative, with a specific focus on non-piped sanitation. The Director will continue to build on the existing strategy and will be responsible for overseeing grant making and grant management, advocacy, people management and reporting of the Water, Sanitation and Hygiene portfolio. The Director of Water, Sanitation and Hygiene will participate in the Global Development Leadership Team and contribute to the entire Global Development team through management and cultural leadership and a willingness to share knowledge as appropriate.

The Director of Water, Sanitation and Hygiene is responsible for leading and managing an experienced team focusing on: 1. Ending open defecation by replicating at scale a sustainable approach to rural sanitation; 2. Developing new technologies and tools that significantly improve sustainable sanitation service delivery in urban areas; and, 3. Targeted advocacy in support of non-piped sanitation. The total grant envelope for WS&H will be over \$325 million through 2012, including existing commitments. The Director will measure his or her success by the impact created from grants and advocacy on increasing the scalable and sustainable access and use of sanitation in the developing world.

Specific responsibilities will include:

- Continue to build on existing strategies and implement WS&H grants that support the strategy
- Oversee Water, Sanitation & Hygiene strategy reviews and the strategy refresh process.
- Provide strategic leadership and partnership as appropriate in Global Development and the foundation more broadly.
- Manage resources ensuring strong stewardship and maximizing the effectiveness of foundation resources.
- Excellent people management. Strong, directive leadership and management of the WS&H team, including internal communications, goal setting, budgets, results measurement and reporting, professional development, maintaining a productive and motivating culture, developing new leaders.
- Provide thought leadership and work with senior leadership to develop a framework for the top initiatives for grant making.
- Lead the effort to identify new alliances that will contribute to our strategy and provide a venue for collaborative thinking regarding the complex inequities in the developing world. These alliances will help us to learn, test our thinking, assist with advocacy and bring new resources and expertise to the foundation's work.
- Provide oversight for the WS&H operating budget and forecasts to ensure financial and operational goals and objectives are being met.
- Overall budget development, management, prioritization and re-prioritization decisions, and reporting on progress against strategy and goals.
- Continue to build and develop an outstanding WS&H team that is professionally equipped to contribute to the development of strategy and to execute that strategy efficiently and effectively.
 - Direct team members in managing grant proposal development including internal review, monitoring and evaluation, budgeting and reporting.
 - Provide leadership and oversight in talent assessment and performance management.

Qualifications:

- A minimum of 15 years progressively responsible experience in the field of development with mission driven organizations
- Experience in the field and in working with developed and developing world governments and multilateral organizations
- Specific experience in the area of Sanitation preferred. Highly prefer an advanced degree relevant to the sector
- Management experience in complex organizations and managing teams focused on a broad range of strategic initiatives and programs. Demonstrated success in leadership roles

developing and managing policy and advocacy organizations, programs or initiatives requiring a combination of strong analytical, writing and management skills

- Demonstrated ability to build strong partnerships
- Experience developing, managing and implementing project and grant-making strategies, including partnering with grantees on the definition of objectives and deliverables and monitoring and evaluation of results
- Demonstrated excellent leadership, intellectual quickness, curiosity, discipline, and resourcefulness. Strong analytical, interpersonal, and written and oral communication skills, in positions requiring communication with a broad and diverse audience
- Ability to work with flexibility, efficiency, enthusiasm, and diplomacy both individually and as part of a complex team effort
- Demonstrated effectiveness and interest in mentoring and leading team members
- A deep commitment to the overall mission of the foundation, its programs, and an approach consistent with the foundation's guiding principles. Committed to delivering results against the mission and holds self to the highest ethical standards
- History of success in roles requiring logical, systematic thinking while managing multiple priorities in a highly dynamic environment
- Strong people management skills
- Intellectual curiosity & honesty
- Effective listener
- Sense of Humor
- Ability to travel up to 15-25% internationally

Reports to: President, Global Development Program.

This position is based at the foundation's headquarters in Seattle, Washington, USA.

To apply for this position, please visit www.gatesfoundation.org/AboutUs/Jobs and submit your resume online.

We are an equal opportunity employer dedicated and focused on diversity.

The statements in this description represent typical elements, criteria and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills for this job.
