

# About the Jacobs Foundation & Position Overview

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 the use of evidence in policy and practice globally.

Whatever their background, all young people should have access to a high-quality education. Yet all too often, programs and interventions designed to improve a child's learning and education provide one-size-fits-all instruction and are not rooted in evidence. Founded in 1989, the Jacobs Foundation's vision is a world in which every child is given the evidence-based learning opportunities they need to thrive.

**Our Knowledge & Communications (K&C) function** plays a crucial role in capturing, distilling, and sharing knowledge to enhance the impact and effectiveness of the Foundation's initiatives. The function encompasses communications, knowledge management, and leadership of our monitoring, evaluation, and learning (MEL) efforts.

**As the Global Knowledge and Learning Manager**, you will contribute to the Foundation's overarching knowledge and learning strategy. Reporting to the Chief Knowledge Officer and collaborating closely with the Foundation's programmatic teams and external partners, you will oversee the development and execution of a comprehensive learning and knowledge management strategy, leading an ambitious, impactful agenda that aligns with the Foundation's programmatic goals. Applying a high degree of strategic thinking and a can-do mindset, you will bring innovative, forward-thinking approaches to enhancing the Foundation's knowledge systems and evidence-based practices.

**This is an unparalleled opportunity for a highly motivated, entrepreneurial individual with a passion for driving learning, knowledge sharing, and measurable impact in the world.**



# Our Offering

- A dynamic, international, and highly supportive working environment with a meaningful purpose.
- Working as part of a small, cohesive team in a beautifully located historic building in our Zurich office.
- Work-Life Balance: We understand the importance of work-life balance and strive to maintain a positive and flexible work environment.
- Hybrid working mode: experience the advantages of a hybrid working mode, with 1/3 of your working time spent remotely, providing balance of flexibility and in-office collaboration.

# Learning Opportunities

- Understand how a global, impact-oriented, programmatic foundation works.
- Apply and enhance your analytical and strategic skills in developing and implementing new projects.
- Gain experience in managing and coordinating global projects with a focus on cross-cultural and international team dynamics.
- Strengthen your project and relationship management skills as part of a diverse global organization.
- Apply and improve your organization, communication, and partner engagement skills.



# Global Knowledge and Learning Manager

**Location:**

Zurich, Switzerland

**Workload:**

1.0 FTE

**Start date:**

As soon as possible

## Key Responsibilities

- Provide strategic leadership and oversight for the Foundation's learning and knowledge initiatives, ensuring alignment with the Foundation's commitment to being a learning organization.
- Identify and implement cutting-edge approaches and best practices in data analytics, with a focus on enhancing program effectiveness and impact. Utilize data analytics to drive innovation and improve the Foundation's knowledge management systems.
- Conceptualize innovative opportunities to enhance the Foundation's evidence initiatives (e.g., ENJOY evidence framework) while developing and implementing strategies to position the Foundation's knowledge work as a global inspiration and leader in evidence-based practices.
- Act as the primary liaison between the Foundation's external Learning & Evaluation (L&E) partners and program staff and lead the analysis and presentation of quantitative and qualitative data, providing insights that inform internal learning and decision-making. Oversee the production of high-level materials for Board meetings and other strategic opportunities, ensuring alignment with the Foundation's Theory of Change (ToC), Learning Agenda, and MEL plan.
- Guide program staff in the development, review, and presentation of internal program funding materials, ensuring that all projects are aligned with relevant progress measures and learning objectives.
- Coordinate and lead internal learning processes, including planning and managing stock-taking sessions, expert learning sessions, and the development of knowledge materials such as case studies, learning briefs, and narratives. Foster a culture of continuous learning within the Foundation.
- Lead initiatives to build the capacity of Foundation staff and partners in data analytics, and knowledge management. Provide mentoring and training to strengthen capabilities across the organization.

# Skills & Experience

## Qualifications & Experience

- Advanced degree in a relevant field (e.g., public administration, education, social sciences, economics, international development) is required.
- 8-10 years of work experience in global philanthropy, education, or related fields, with a strong focus on MEL and data analytics. Prior experience working in Colombia, Côte d'Ivoire, or Ghana is highly desirable.
- Advanced proficiency in data analysis and interpretation, with experience using data to inform strategic decision-making.
- Expertise in the global philanthropic sector and multilateral system, with a deep understanding of trends, challenges, and opportunities, particularly in education.
- Experience with government policymaking and policy implementation processes, with an understanding of evidence-based decision-making within philanthropic and/or government entities.
- Strong leadership skills with the ability to influence and collaborate with diverse stakeholders, including grantees, partners, and internal teams. Proven experience in managing cross-functional teams and driving organizational change.
- Excellent command of English required, very good skills in Spanish, French, or German are highly desirable.





# How to apply

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

- 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?

Please proceed as the following:

- Click on the “**Apply**” button on the job advert page
- Complete our online application form
- 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: 6 Oktober 2024

## Please note

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.

