

# JOB DESCRIPTION

**JOB TITLE:** Foundation and Community Affairs Director

**BUSINESS TITLE:** Director, International Programs

**JOB CODE:** 234790

**ORGANIZATION:** Corporate Communications

**DEPARTMENT:** Medtronic Foundation and Community Affairs

**REPORTS TO:** Vice President, Community Affairs and Foundation

## **MAIN PURPOSE OF JOB (Brief Summary):**

**The position has three major responsibilities:**

The Director, International Programs leads the strategic development, implementation and measurement of the Medtronic Foundation's international grantmaking programs. These programs comprise 25% (\$7M in FY11) of the Foundation's annual plan and will grow to 40% of plan by FY15. Existing international programs include Patient Link and Strengthening Health Systems (SHS). Beyond these programs, further development and roll-out of a tailored plan to further align the Foundation's international work with the company's priorities is required. The Director leads the Foundation's International Team including the Europe-based Foundation Manager and, with the Committee Chair, the International Foundation Committee. Geographic priorities focus on Europe, India, Japan, China, Brazil, Canada and Russia. Working in close proximity with the International Team, the Director is also responsible for positioning the Foundation and the company in the emerging global dialogue on non-communicable (chronic) disease prevention, diagnosis and treatment.

Applicant position will be based in Minneapolis or Washington, DC.

## **MAIN JOB DUTIES/RESPONSIBILITIES** (Please list most important duties first)

- **Shared Value Programming**  
Leads the development and implementation of the Medtronic Foundation's international programs:
  - Leads a global Foundation team and supports company leaders to establish strategies to appropriately meet the objectives of the Foundation and the company.
  - Converts these strategies to actionable, multi-year plans including structures, processes, budgets and metrics.
  - Identifies, recommends, develops and supports global partners to achieve agreed goals.
  - Partners with Foundation and company communications teams to develop and "tell" our corporate citizenship story.
- **Non-Communicable Disease Dialogue**
  - Working in close proximity to the International leadership team, the Director is responsible for positioning the Foundation and helping to position the company and its executives in a leadership space in the emerging dialogue on non-communicable disease.
  - The Director is responsible for developing Foundation partnerships and programming with global NGO's including the World Economic Forum, Clinton Global Initiative, Partners in Health and others.
- **Patient Link, SHS, Other International Programming**
  - The Director leads the Foundation's International Team (2 FTEs and 1 consultant) to establish and meet the goals of each program.
  - In conjunction with the Committee Chair, the Director and International Team recommend grants that meet established objectives to the International Foundation Committee.

- In conjunction with the Executive Director, the Foundation International Team and the Chair of the International Foundation Committee, the Director recommends appropriate decision-making structures for the Foundation’s programming outside of the United States.
- **CommunityLink and Global Disaster Relief**
  - The Director is not directly accountable for these referenced programs. However, he or she is a key member of the teams overseeing this work.
- **Communications:**
  - Partner with the company’s communications team to facilitate the development and implementation of an internal communications program to share and promote the Foundation’s and the company’s international work.
  - Partner with the communications team to facilitate the development and implementation of an external communications plan to promote Foundation activities in the region, in collaboration with grantees (where appropriate) and regional PR/Communications personnel.
  - Serve as an ambassador of the Foundation with critical internal and external stakeholders.

## **JOB QUALIFICATIONS**

### **REQUIREMENTS**

(What is absolutely required to do this job)

#### **KNOWLEDGE/EDUCATION**

- 10+ years with Bachelors or Basic Degree
- 8+ years Master’s Degree in Business Administration, Public Health, Public Policy or related fields
- 7+ years of progressive leadership experience in functional area or related field
- Knowledge and understanding of international grants administration processes and financial systems
- Familiarity with laws and regulations governing U.S. Foundations and international giving

#### **JOB EXPERIENCE**

- 7+ years of international corporate grantmaking/philanthropy
- 5+ years experience in international corporate grantmaking within the health care industry
- Experience planning and managing complex budgets
- Proven record of partnering with diverse and global communities

#### **SKILLS/COMPETENCIES**

- Fluency in English
- Excellent planning, managerial and administrative skills
- Excellent interpersonal and influencing skills
- Proven ability to relate to and work with individuals from diverse international cultures

### **PREFERENCES**

(Things that make it easier to do this job)

- Degree in political science, economics/business or health policy
- Background in healthcare and healthcare policy
- Knowledge and experience of global dialogue on non-communicable diseases
- Lived and worked abroad, preferably in developing markets

- Experience with grants administration process
- 3+ years of non-profit management globally

- Ability to work well in a matrixed organization
- Systems Perspective – uses and understanding of how elements of a system relate and interact to frame risks and opportunities

- Exceptional oral and written communication skills
- Proven ability to work with a corporate setting and with the NGO community
- Ability to work well under pressure in a dynamic environment
- Ability to juggle multiple tasks (both strategic and day-to-day operational), set priorities, and communicate needs within a team environment
- Ability to work independently / proactively
- Organization and problem-solving skills
- Willingness to travel

**Additional Attributes/Competencies Required:**

- Change Driver – combines vision with the persistence and drive to mobilize people around a higher purpose
- Strategic Influence – leverages organizational awareness to influence others to commit to corporate citizenship
- Visionary Thinking – thinks strategically and creatively, connecting the dots to find new ways to enhance corporate citizenship
- Systems Perspective – uses and understanding of how elements of a system relate and interact to frame risks and opportunities
- Collaborative Networker – uses empathy and interpersonal understanding to build mutually beneficial relationships and connect and engage diverse groups of people
- Peripheral Vision – interest in the world and social and business issues that enables one to see new opportunities and risks
- Optimistic commitment – Draws on optimism and strong personal beliefs in the potential of corporate citizenship to overcome social and business challenges
- Personal Maturity – an ability to achieve satisfaction by empowering others rather than through personal recognition