



NEO Philanthropy

Program Assistant for the Four Freedoms Fund

Launched in 1983 as Public Interest Projects, a 501(c)(3) public charity, NEO Philanthropy is a New York based national leader in innovative philanthropic solutions. We lead large-scale collaborative grantmaking funds on a range of social justice issues, provide fiscal sponsorship and management to projects and campaigns, manage donor advised funds and develop organization and field-focused capacity building initiatives.

Four Freedoms Fund

Founded in 2003, the Four Freedoms Fund (FFF) is a national donor collaborative working toward full integration of immigrants as active participants in our democracy. In order to achieve this goal, the nation's immigration system must recognize the human rights and dignity of all immigrants, be fair and just, and prioritize keeping families together. FFF seeks to ensure this outcome by building and supporting a robust local, state, and national infrastructure of immigrants' rights organizations and leaders.

FFF is seeking a full-time Program Assistant based out of NEO's New York City office to assist with FFF grants administration, event planning, staff and program support. Applicants should be able to maintain and track large amounts of information, be organized and detail oriented, and have strong communication skills. The Program Assistant will report to the Program Manager and work closely with a highly collaborative team.

RESPONSIBILITIES:

Responsibilities will include but are not limited to:

- **Grants Administration:** Managing all aspects of grants administration, in coordination with staff, to ensure timely and accurate grantmaking. This includes drafting materials, processing grant disbursements, tracking and maintaining the online grants management database.
- **Communications:** Responding to general inquiries and managing the FFF email box, drafting and sending out email blasts, being a liaison between FFF staff and other NEO departments, communicating with grantees about grants and special events.
- **Event planning:** Coordinating logistics and assisting with material preparation for donor meetings, webinars, conference calls, retreats, site visits, and convenings.
- **Administrative and Systems Support:** Maintaining effective office systems, procedures, and infrastructure to ensure all staff members have the resources, information, and support they need to do their jobs well.
- **Finance Administration:** Preparing check requests and processing payments, including payments of grants, invoices, and reimbursements.



QUALIFICATIONS:

The ideal candidate will have the following qualities:

- **Highly Organized.** Ability to juggle multiple tasks, manage time effectively, and execute tasks with consistency and accuracy.
- **Excellent oral and written communication skills.** Ability to effectively communicate with donors and grantees whether through email, by phone, or in-person.
- **Cultural Competency:** Ability to adapt approach and work effectively across a wide range of cultures and identities. Ability to speak and/or write Spanish is a plus.
- **Systems and Process Orientation:** Ability to manage processes, methodical about following procedures, and diligent about tracking and keeping systems up to date.
- **Confident using computers and able to learn new software.** Proficient with windows-based word-processing, Excel, PowerPoint, Outlook, Adobe Acrobat, and using the Internet.
- **And a great fit for our team:** Flexible, collaborative, and happy to work behind the scenes to support the whole.

HOW TO APPLY

No phone calls will be taken for this posting. Interested candidates should email resume and cover letter to mjung@neophilanthropy.org. Applications will be reviewed until position is filled. Only those whose applications are being considered will be contacted.

BENEFITS

Commensurate with experience. NEO offers a comprehensive benefits package.

PROFESSIONAL LEVEL

Entry level

MINIMUM EDUCATION REQUIRED

No requirement