

**Four Freedoms Fund  
Senior Program Officer, Field Building**

**Background:**

NEO Philanthropy is a 501(c)(3) public charity that operates grantmaking and technical assistance programs for institutional and individual donors interested in social justice and human rights issues. By developing sustainable partnerships among donors, grantees and allied groups, NEO seeks to foster a movement for social change resulting in equality, fairness and a stronger participatory democracy.

The FFF was established as a national funding collaborative in July 2003, responding to the urgent need to safeguard immigrants' human rights, civil rights and civil liberties, as well as to strengthen the democratic values upon which America was built. Now in its fourteenth year, this collaborative fund has invested more than \$100 million in over 200 grantees in approximately 30 states and nationally. In order to attain its goals of immigration system reform and full integration of immigrants, FFF builds the individual and collective capacity and infrastructure of the pro-immigrant movement by supporting a network of local, state, and national organizations and leaders using the following strategies:

- Provides long-term general operating grants.
- Provides "quick-turnaround" funding to the field that is responsive to conditions and issues as they arise throughout the calendar year.
- Supports narrative change and effective communications.
- Supports local and state-based civic engagement activities.
- Supports alliance-building with other constituencies.

**Position:** NEO is seeking an experienced professional to serve as a Senior Program Officer to the Four Freedoms Fund (FFF) to help shape FFF's strategy for building, strengthening and supporting an infrastructure of state and local pro-immigrant organizations that are leading advocacy, organizing, and civic engagement activities. The Senior Program Officer will report to the Director of the Four Freedoms Fund.

**Responsibilities:**

- ❑ *Strategic Analysis:* Gather information and analyze the immigrant rights field and FFF's current field-building grants to identify gaps and opportunities; develop grantmaking strategies that are responsive to the current political environment and grantee ecosystem; and periodically assess FFF impact. Develop program goals, workplan, budget, evaluation plan, and materials.

- ❑ ***Grantmaking:*** Lead all aspects of FFF annual field building grantmaking process, in collaboration with other staff members. This includes updating grantmaking guidelines and procedures; reviewing and assessing proposals and/or workplans; conducting site visits/ due diligence on grantees; and preparing dockets that summarize grantmaking decisions.
- ❑ ***Clearinghouse and Field Support:*** Serve as a connector of grantees, advisor/thought partner to FFF donors and staff, and collaborator with other donors to maximize the impact of FFF grantmaking. Help coordinate and implement technical assistance, capacity building, and/or other learning activities to grantees and partners.
- ❑ ***Fundraising/Donor Education:*** Take lead role in writing reports/proposals for existing and new potential funders. Undertake outreach efforts to interest new donors in this sector. Organize and/or participate in briefings, site visits and preparation of materials to educate FFF and other donors about developments in the field and lessons learned from FFF grantmaking.

### **Qualifications:**

1. **Exceptional strategic thinking**, with expertise in field organizing and advocacy, likely gained through 10 or more years of experience in philanthropy, advocacy and/or community organizing.
2. **In-depth understanding of the state and local immigration landscape**, including issues related to immigration reform, human/civil rights and liberties, and civic engagement. Familiarity with individuals and groups significant to the national, state and local levels, and knowledge of the various approaches to building power in these communities.
3. **Excellent interpersonal and relationship-building skills.** Maturity and flexibility needed to establish linkages with allied program staff, donors, and a diverse range of community partners.
4. **Cultural competency**, with strong knowledge and understanding of immigrant communities.
5. **Superb written and verbal communication skills.**
6. **Ability to manage complex initiatives.** A track record of aligning multiple stakeholders around shared goals, developing and executing strategic plans, and managing through change and uncertainty.
7. A “self-starter” who is able to work independently to carry out responsibilities, with the ability and energy to multi-task and adjust to a dynamic work environment.
8. Demonstrated commitment to social justice work and the goals and objectives of the Fund.
9. Willingness to travel frequently, 15-20% of time.
10. Has the skills, temperament and/or experience working with a team that has members working remotely.

### **Location:**

NEO Philanthropy’s offices are in New York City, however, FFF is open to hiring candidates based anywhere in the United States.

**How to Apply:** No calls, please. Interested applicants should send a resume, cover letter, writing sample, salary requirements, and a list of three references to: [FFFjobs@neophilanthropy.org](mailto:FFFjobs@neophilanthropy.org).

**Deadline for submission:** 9/16/2017

**Salary :** Commensurate with experience. Excellent benefits.

**Hiring Policy:** NEO Philanthropy is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

**Only those whose applications are being considered will be contacted.**