Grants & Operations Assistant

Overview:
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.

Position:
This is a full time position with guaranteed funding for at least one year. The Grants & Operations Assistant will support two separate departments within NEO (50% each): the NEO Central Operations team and the State Infrastructure Fund. The NEO Central Operations portion of the position will focus on supporting the development and management of several internal systems at NEO Philanthropy, including Salesforce, as well as some grants administration. The work with the State Infrastructure Fund (SIF) will include supporting the overall administration for the program along with its grantmaking and fundraising activities. This position will be co-supervised by the Grants & Systems Manager and SIF's Program Manager.

Responsibilities:

NEO Central Operations:

- **Systems:** Assist with maintenance of internal NEO systems (expense reconciliation, grants management system, etc.)
    - o Onboard and set up new users
    - o Troubleshoot account access issues (i.e. password resets, training on functionality, etc.)
    - o Work with internal staff to add necessary codes and functionality
    - o Ensure the integrity of the data through cyclical health checks of the systems
- **Grants Management:**
    - o Maintain collateral for organizational proposals and other external communications
    - o Conduct grant and reporting data audits in the Grants Management System
    - o Work with staff to streamline the process for outgoing grants
- **Project Support:**
    - o Create & maintain training and process documentation in collaboration with operations team
    - o Provide other project support to Grants and Systems Manager as needed

State Infrastructure Fund (SIF):

- **Fundraising:**
    - o Salesforce data entry for incoming grants
    - o Process paperwork associated with incoming grants, including grant agreements, payment processing and maintaining paper and electronic files
- **Grantmaking:**
    - o Salesforce data entry for outgoing grants

- o Process paperwork associated with outgoing grants, including grant agreements, payment processing and maintaining paper and electronic files
- **Fund Administration:**
  - o Complete expense reports for SIF Director
  - o Process and track all incoming and outgoing payments (consultants, grants, vendor fees, etc)
  - o Maintain listservs
  - o Draft consultant contracts
  - o Coordinate with NEO Grants & Systems Manager to ensure SIF compliance with NEO data policies.

Qualifications:
- Knowledge and comfort with learning and adapting to new systems.
- Experience with Salesforce preferred.
- Strong data-entry and data auditing skills, with exceptional attention to detail.
- Self-starter attitude with the ability to work independently and as part of a team.
- Excellent interpersonal, communication, and organizational skills.
- Ability to manage multiple, competing priorities.
- Willingness to jump in and be a team player.

How to Apply:
No calls, please. Interested applicants should send a resume and cover letter with salary requirements to: jobs@neophilanthropy.org.

Compensation: Salary is commensurate with experience. NEO offers a competitive package of benefits.

Application Deadline: Until filled.

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, gender identity or any other legally protected status.

Only those whose applications are being considered will be contacted.