

Finance and Operations Manager Fiscal Sponsorship/Finance

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.

NEO offers fiscal sponsorship services to projects and affinity groups working in the social justice arena that do not have 501(c)(3) tax-exempt status. Fiscal sponsorship broadens the funding avenues that a project can pursue, since nonprofit status is required for funding by most foundations, corporations and government agencies. Alternatively, fiscal sponsorship may also be appropriate for programs that have their 501(c)(3) status but prefer to have NEO handle their back office functions (finance, human resources, legal, etc.). This allows groups to focus on their programs and campaigns. The centerpiece of NEO's Fiscal Sponsorship program is the customized attention we bring to meet the specific needs of projects and special initiatives.

Position:

The Finance and Operations Manager will work directly with one project (the "Project") focused on producing meaningful data-centered journalism that reveals the societal harm of new technologies and will be part of a team working with a portfolio of diverse projects within the Fiscal Sponsorship Program, which is currently home to 70+ other projects. The ideal candidate is an organized, reliable and detail-oriented problem-solver with excellent judgment and prior experience in the nonprofit sector. This position works closely with our Legal, Finance, and Human Resources staff to ensure the highest quality service is provided to our project and its donors. The ideal person will have an understanding of nonprofit operations, including finance, grants administration, legal compliance, and human resources. This person has worked in a fast-paced environment, with responsibility for multiple time-sensitive deliverables. They are able to deliver exceptional customer service when faced with challenging demands. They work efficiently, independently, and proactively suggest process improvements. The Finance and Operations Manager will be reporting to the Chief Financial Officer and the Managing Director of Fiscal Sponsorship. He/she will work very closely with the Project team, as well as members in NEO's Finance, Fiscal Sponsorship and Operations departments.

Responsibilities:

Financial Management & Compliance

- Prepare the monthly financial reports for the Project on a timely manner, including the Budget to Actual reports, general ledger reports, and other reports/ schedules.
- Deliver high-quality financial reports, statements, and necessary analyses in an accurate and timely manner.
- Conduct regular meetings with the Project team for revenue and expense tracking, projection, and follow-ups. Respond to inquiries and provide additional financial data on a timely manner for the project.
- Prepare all necessary financial and other documents for the project's grants, including proposal budget and interim & final reports.

- Prepare necessary finance forms for NEO's A/P (Accounts Payable), A/R (Accounts Receivable) and monthly close-out processes on behalf of the project.
- Enter and process the project's payments and cash receipts. Reconcile and review the project's corporate credit card reports. Make necessary journal entries for the project.
- Orchestrate the efforts with the project to participate in NEO's annual budget process and periodic budget modification processes.
- Monitor overall fiscal health of the project and work with NEO leadership to address any identified concerns or needs on behalf of the Project.
- Manage online giving platforms, including Stripe. Prepare reports for finance team and projects that track online giving.

Grant Administration

- Manage the proposal submission process for the Project, ensuring materials are accurate, 501(c)(3) compliant, and complete. Advise budget preparation that is in line with NEO's financial systems.
- Manage reporting calendar and work with the project and Finance teams to ensure all reporting requirements and deadlines are satisfied.
- Review incoming grant agreements, work with Legal to resolve any problematic requirements.
- Participate in grantee, donor, and advisory committee meetings, as requested.

Project Monitoring

- Serve as primary point of contact for all project inquiries and serve as a link to other internal NEO staff, including finance, HR, legal, etc.
- Provide exceptional customer service to Project leadership and stakeholders.
- Lead regularly scheduled check-ins with Project leadership and staff.
- Serve as a strategic thought partner to the project with regard to operations, finance, grants management, and HR.

Legal Compliance

- Work with FS Managing Director and Counsel to ensure that the Project complies with all federal, state, and local laws and regulations, including relevant restrictions on lobbying and electoral campaigning activities as well as labor laws.
- Work with the Project and identified counsel to ensure that all necessary legal review is occurring in a timely fashion at correct intervals in the publication process.
- Draft all vendor and consultant contracts for review by Counsel.

Human Resources

- Working with the HR Manager, support the on-boarding and off-boarding of Project staff members.
- Coordinate with project staff on benefits enrollment and response to basic benefits questions.
- Working with the CFO, prepare the project's payroll changes (i.e. hire, termination, salary change and deduction change...etc.) for NEO's semi-monthly payroll process and process them.

NEO Program Responsibilities

- With the FS Managing Director, participate in development of programmatic resources and initiatives.
- Work with NEO leadership to communicate organization-wide policies and procedures to Project.

Desired qualifications:

1. Bachelor's degree required
2. Master's degree in related field or equivalent experience preferred
3. Three years of foundation, nonprofit, or public service experience required

4. Knowledge of non-profit management, including legal and financial compliance for nonprofits strongly preferred
5. Strong planning, and organizational skills; the ability to manage time efficiently and meet deadlines
6. Exceptional attention to detail
7. Proven ability to juggle multiple tasks, tolerance for work under pressure, and strong ability to work independently
8. Excellent interpersonal and relationship-building skills and proven ability to work effectively across multiple roles with diverse groups of people and customers
9. Excellent verbal and written communication skills
10. Personal and professional approach of working respectfully, thoughtfully, and collaboratively in a team environment
11. Knowledge of budgeting and financial management
12. Proficient with Salesforce, windows-based word processing, spreadsheets, databases and Internet programs.

How to Apply:

No calls, please. Interested applicants should send a resume, a cover letter with salary requirements to: eballard@neophilanthropy.org. Salary is commensurate with experience.

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.