

## **Program Manager, Donor Services & Special Projects**

### **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.

Over the past 35 years, NEO Philanthropy has helped all types of donors maximize their resources, support work they could not do on their own and gain access to strategic and cutting-edge advice around issues and philanthropic practice. NEO offers donors a range of ways to work with us – through donor advised funds, pooled funds, specialized grant programs and initiatives. All of these are customized programs that allow our donors to minimize their administrative costs in order to maximize their impact. They also get to leverage the expertise and depth of NEO's senior staff, as well as gain access and benefit from our extensive networks in the philanthropic and grantee communities.

### **Position:**

The Program Manager's primary focus will be to work with a portfolio of diverse projects for both individual and institutional donors and partners. This position works closely with NEO's Legal, Finance, and Human Resources staff to ensure the highest quality service to our projects and their donors. Additionally, they will work closely with the Associate Director to implement organizational strategy and priorities around the expansion of the Donor Services & Special Projects department. The ideal candidate has exceptional relationship management skills, excellent judgement, a deep commitment to social justice and an orientation towards creative thinking and problem solving. The ideal person will have a basic understanding of nonprofit operations, including finance, legal compliance, and human resources. This position will report directly to the Associate Director. In addition, this position will support NEO Philanthropy's 501(c)(4), NEO Action Fund, on program management.

### **Responsibilities:**

#### Grant Administration

- Serve as primary point of contact for all donor requests within portfolio.
- With support from Legal Counsel, conduct due diligence on all grantees and ensure that grantees provide required reporting.
- Prepare grant agreements, as well as ensure accurate and timely disbursement of grant payments.
- Participate in grantee, donor, and advisory committee meetings, as requested.
- Manage the proposal submission process for assigned projects, ensuring materials are accurate and complete.
- Manage grant database and work with projects to ensure all reporting requirements and deadlines are satisfied.
- Track grants, payments, and deliverables/receivables using grant management systems.

#### Contract Administration

- Draft all vendor and consultant contracts for review by Counsel based on the needs of the project
- Work with counsel to ensure that projects and consultants comply with all federal, state, and local laws and regulations, including relevant restrictions on lobbying and electoral campaigning activities
- Manage and track payments for open contracts

#### Relationship Management

- 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.
- Work with Grants and Systems Manager to prepare proposals for future donors
- Lead check-ins with leaders of assigned projects as needed.
- Serve as a strategic thought partner to projects with regard to operations, finance and HR.
- Maintain relationship with funders as needed.

#### Financial Management & Compliance

- Prepare or review payment request packages on projects' behalf.
- Work with Finance Team to ensure proper documentation and accurate accounting for all revenue and expenses, including tracking accounts payable and receivable.
- Provide financial management assessment and support to assigned projects, including management of the annual budgeting process, monthly financial reports and other support as requested.
- Monitor overall fiscal health of assigned projects and work with NEO leadership to address any identified concerns or needs on behalf of these projects.
- Reconcile monthly expenses on corporate card or support projects to reconcile their expenses.
- Preparation of financial reports for proposals and grant reports.

#### NEO Program Responsibilities

- Support the onboarding of new Donor Services or Special Projects
- Support NEO leadership to communicate organization-wide policies and procedures to projects.
- Proactively work to identify gaps and develop the necessary programmatic resources.
- Support NEO leadership to develop organizational strategies and priorities for the department.
- Support NEO leadership to create processes and establish structures for the department.

#### **Desired qualifications:**

1. Bachelor's degree required
2. Master's degree in related field or equivalent experience preferred
3. 4-6 years of foundation, nonprofit, corporate social responsibility, or public service experience required
4. Strong financial management skills, including budgeting, grant reporting and financial forecasting/planning required
5. Knowledge of non-profit management, including legal and financial compliance for nonprofits strongly preferred
6. Knowledge of 501(c)(4) compliance, legal environment, and operations strongly preferred
7. Strong planning, and organizational skills; the ability to manage time efficiently and meet deadlines
8. Exceptional attention to detail
9. Proven ability to juggle multiple tasks and tolerance for work under pressure
10. Excellent interpersonal and relationship-building skills and proven ability to work effectively across multiple roles with diverse groups of people and customers.
11. Excellent verbal and written communication skills
12. Personal and professional approach of working respectfully, thoughtfully, and collaboratively in a team environment
13. Proficient with windows-based word processing, spreadsheets, databases and Internet programs.
14. Experience with complex grant management system (i.e. Salesforce).

**Application Process:**

To apply, please submit a resume and cover letter (with salary requirements) to [amehta@neophilanthropy.org](mailto:amehta@neophilanthropy.org). No calls please.

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.