

**Grants Analyst
Finance Department**

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:

Reporting to the Sr. Finance & Grants Manager, the Grants Analyst is responsible for the financial management of grants at the organization. This position is based in the Finance Department and will support NEO's funds and projects, including collaborative funds, fiscal sponsorship projects, and donor services projects. The Grants Analyst will assist the Sr. Manager of Finance & Grants with all phases of the grant lifecycle, from pre-award and financial management of the award to reporting and close-out. The ideal candidate is organized, reliable and motivated with prior experience in the nonprofit or public sector. The person in this role will work very closely with other team members at NEO Central and in program departments to ensure accurate grant financial management, requiring excellent communication skills and a collaborative approach. This position enjoys exposure to the full grant lifecycle and a variety of funding models due to the diversity of NEO's funds and projects, whose focus areas range from civic engagement to racial equity to reproductive rights. Additionally, NEO and the Finance Department provide a supportive work environment with opportunities for growth due to the small core team.

Responsibilities:

Pre-Award

- Collaborate with NEO program staff to develop and/or review project-specific proposal budgets before submission to funders.
- Update NEO's finance and accounting system with grant record data from NEO's grants management system (Salesforce) on a monthly basis.

Post-Award

- Upload and maintain grant budgets in NEO's finance and accounting system (NetSuite).
- Assist with preparation of monthly grant financial reports for NEO's funds and projects, including budget to actual reports and general ledger detail reports.
- Assist with preparation of financial documents for grant reports, including interim and final financial reports, which are submitted to funders.
- Deliver high-quality financial reports in an accurate and timely manner.
- Work with program staff from other departments to address grant-related questions and concerns, respond to inquiries and provide additional financial data in a timely manner.
- Prepare ad hoc financial reports (personnel expense report, grant reconciliation, etc.) as needed.
- Help maintain custom reports settings and report queues in the finance and accounting system.

- Assist with grant close-out process, including verifying grant spenddown and grant record status.

Allocation & Re-class Journal Entries

- Prepare monthly general ledger journal entries to accurately allocate the organization's payroll expenses, including salaries, and tax & benefits.
- Prepare reclassing journal entries on an ongoing basis to track grant expense spenddown for all of NEO's funds and projects.

Systems & Data

- Working with the Assistant Director of Grants Management and Compliance, ensure integrity of grant record data in NEO's finance and accounting system (NetSuite).
- Support the Sr. Finance and Grants Manager and Assistant Director of Grants Management and Compliance with providing training on correct data entry and record management in NEO's grants management system (Salesforce).
- Create and run reports in NEO's grants management system (Salesforce) to reconcile records with NEO's finance and accounting system (NetSuite) and for other projects as needed.

Other Responsibilities

- Support staff and assist with providing training on grant financial budgeting and reporting, including preparation of documentation and training materials.
- Provide coverage and backup for other Finance Team members as needed.
- Proactively suggest and implement process improvements for grants-related workstreams at NEO.
- Engage with and support NEO's Diversity, Equity, and Inclusion Initiative (DEII) efforts following recommendations from the Equity Leadership Group (ELG) and NEO's leadership.
- Other duties or special projects as assigned by the Sr. Finance & Grants Manager and CFO.

Desired qualifications:

The successful candidate will have prior experience or knowledge of nonprofit grants management, be proficient in Excel, and be comfortable working independently and managing competing deadlines. The requirements listed below are representative of the knowledge, skill, and/or ability required for a candidate to perform this job successfully.

- Minimum of one (1) to two (2) years of budgeting and financial reporting experience required.
- High proficiency in Excel required.
- Knowledge of nonprofit grant accounting and reporting (pre & post award) strongly preferred.
- Prior experience in Salesforce or NetSuite a plus.
- Knowledge of accounting principles and practices required, preferably in the nonprofit context.
- Detail-oriented ability to work with financial data, spot trends, and ensure accuracy.
- Strong analytical skills are essential.
- Strong oral and written communication skills are essential.
- Ability to work on multiple projects successfully, while maintaining collaborative relationships with other departments.
- Bachelor's Degree in Business, Accounting or Finance or a Bachelor's combined with relevant work experience in Business, Accounting, or Finance strongly preferred; a combination of equivalent experience and education will also be considered.

Compensation:

Salary range for this position is \$60,000 to \$65,000 per year, depending on experience. NEO provides

generous benefits, which includes medical, dental, vision, life, long term disability, and pet insurance. We also administer FSA, Commuter benefit, and 401k retirement plans and have generous Paid Time Off and an Employee Assistance Program (EAP).

Position Basis: Full-Time, overtime-exempt

How to Apply:

Interested applicants should send an application that includes a resume, cover letter, and pay requirements to: jobs@neophilanthropy.org. Please include "Grants Analyst – [name]" in the subject of your email. No phone calls please.

Applications will be considered on a rolling basis.

Location:

NEO Philanthropy has its headquarters in NYC and the Finance team is based in this office. NEO HQ has a hybrid work remote structure based on job function. It is our expectation that this role will be able to be fully remote with in-person meetings required 6-8 times per year; however, staff will have the option to select a partial or full in office schedule if they are based in NYC.

NEO Philanthropy Careers:

NEO Philanthropy is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NEO Philanthropy's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

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. No phone calls please.