

NEO PHILANTHROPY

SENIOR DIRECTOR & HEAD OF STATE INFRASTRUCTURE FUND

<https://neophilanthropy.org/>

The Organization:

Launched in 1983 as Public Interest Projects, NEO Philanthropy's mission is to increase funding for cutting-edge strategies that advance social change. NEO has helped align investor and non-profit resources to foster cooperation and increase impact across multiple social sectors. We provide support to funders by mobilizing resources, building partnerships, and promoting leadership to achieve a vision of justice and dignity for all. They believe this is the most powerful impact philanthropy can have. To make it happen, NEO offers a unique and comprehensive combination of services that increases donors' impact and gets the results they—and their grantees—want to see. In the past five years, NEO has provided more than \$200 million to more than 800 innovative organizations on the front lines of social change.

The State Infrastructure Fund.

The State Infrastructure Fund (SIF) is a donor collaborative fund based at NEO Philanthropy, Inc. that works to increase civic participation and advance voting rights among people of color and other historically underrepresented communities. SIF advances this mission by providing consistent, long-term funding to networks of state-based and state-focused nonpartisan organizations that engage their communities through civic engagement, education and advocacy, organizing, voter mobilization, election protection and voting rights litigation.

Since its launch in 2010, SIF has raised over \$117 million to further its goals. During the 2019/2020 funding cycle, SIF distributed over \$56 million to 140 nonpartisan organizations in 17 states. SIF's funding decisions are guided by an integrated voter engagement and voting rights strategic plan that was approved by our funders in 2018. The plan concentrates SIF funding in three regions of the country, the South, Southwest and Great Lakes, and prioritizes support to state-level organizations led by people of color who authentically represent their communities. During the 2021 funding cycle, SIF will primarily support organizations in the following states: Alabama, Arizona, Florida, Georgia, Louisiana, Michigan, Mississippi, Nevada, New Mexico, North Carolina, Ohio, Pennsylvania, Texas, Virginia and Wisconsin.

The State Infrastructure Fund has intentionally increased its investment in smaller people-of-color-led organizations that have historically had less access to large national funding sources. Currently, 83% of SIF grantees are led by people of color. This focus has allowed many smaller organizations in the states to increase their programming and leadership capacity.

SIF's grantmaking is focused on two interrelated and mutually reinforcing funding strategies:

- ***Year-Round Voter Engagement.*** SIF funds programs in states that increase voter participation rates in historically underrepresented communities by tying voting to salient issues through year-round advocacy, organizing, leadership development and voter mobilization efforts
- ***Voting Rights and Election Protection.*** SIF funds programs that protect and advance the voting rights of historically disenfranchised communities year-round through litigation, monitoring, education, and robust Election Protection efforts.

From its inception, the State Infrastructure Fund has sought to mitigate the disparities in voter turnout among historically underrepresented voters and to address the systemic voter suppression in communities of color across the county. We believe the infrastructure that SIF has helped to build and strengthen in the states is critical to the ongoing effort to successfully engage and mobilize historically underrepresented voters and fight against systemic voter suppression tactics. The organizations funded provide our best and the first line of defense in protecting our democracy.

The Role:

Reports to: President, NEO Philanthropy

Location: NEO Philanthropy has its headquarters in NYC and the other members of the Fiscal Sponsorship team are based in that 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 partially or fully in office schedule if they are based in NYC.

Overview: NEO is seeking an experienced professional to direct the State Infrastructure Fund (SIF).

The Director is responsible for:

- The efficient and effective management of the fund, including managing the board and staff;
- Leading strategic planning efforts; developing and implementing the budget and fundraising plans; overseeing program development and grant-making functions;
- Promoting donor coordination and funder alignment in the field;
- Being the spokesperson for the organization manages all internal and external communications regarding the fund.
- Serving as a member of the NEO Philanthropy's Directors' team.

Key Responsibilities:

Donor Relations and Grants Management:

- ***Fundraising:*** Play a lead role in identifying new prospective national and local donors for the Fund. Actively manage SIF's existing grants from national and local foundations. Oversee all proposal/report writing for the fund and schedule donor briefings and individual funder meetings and check-ins, as needed.
- ***SIF Steering Committee Management:*** Work with the Steering Committee to set the Fund's strategic direction, policy, and programmatic priorities. Identify issues requiring Committee input and develop agendas for SIF's Steering Committee meetings. Work with the staff and consultant team to implement plans. Facilitate meetings.

Program Strategy Development:

Grantmaking: Working with SIF donors, program staff, and consultants, oversee all grantmaking processes, including:

- Overseeing program staff's requests for proposals;
- Overseeing and assisting staff in reviewing and assessing proposals;
- Overseeing and/or participating in program staff's meetings with grantees/conducting site visits/due diligence on grantees;
- Managing and finalizing dockets that present grant recommendations for SIF donors' review.

Field/Movement-Building Activities:

- Work with the Steering Committee and SIF program staff to implement SIF's special initiatives. Oversee activities including convenings, trainings, and webinars that support the grantees and the special initiatives.

Operations Management:

- ***Budgeting and Planning:*** Oversee all aspects of the SIF budgeting process. Work closely with NEO's CFO and finance staff to ensure adequate tracking and reconciliation of all revenue and programmatic expenditures. Prepare quarterly budget updates for the SIF Steering Committee.
- ***Staff Supervision:*** Supervise and manage the SIF team of employees and consultants who are geographically dispersed. As needed, work with NEO's President to hire consultants and/or staff.
- ***Legal Compliance:*** Ensure that grantees and SIF's grantmaking procedures comply with all federal, state, and local laws and regulations.

Serve as Member of NEO's Directors' Team:

Help Set and Implement Strategic Direction for NEO: Work with the organization's President and Directors to:

- Set overall organizational policies and priorities
- Develop strategic plans to ensure the future relevance, credibility, and viability of the organization
- Contribute to and implement NEO's strategic initiatives, including our DEII and strategic planning work.
- Identify new business development ideas.

Experience & Qualifications:

- **Experienced leadership in the civic engagement/voting rights field** – with a minimum of 8-10 years working in the in the Civic Engagement/Voting Rights field, preferably in an organizational leadership role or as a funder. A background in capacity building and field building would be advantageous.
- **Expertise in strategic planning, executing programs, managing staff at all levels - including senior staff - and directing complex initiatives.** Willingness and enthusiasm to participate in and contribute to NEO-wide strategic initiatives.
- **Excellent interpersonal and relationship-building skills** – with the agility to work collaboratively with funders and aggregate multiple points of view into a coherent, impactful strategy. A leader who will be a positive and collaborative team member capable of representing SIF in the philanthropic and non-profit communities and with the maturity and flexibility needed to collaborate with allied program staff, SIF donors, and community partners.
- **Demonstrated ability to build and lead a high-functioning team and work effectively with staff.** Proven administrative and operational skills, with experience recruiting, leading, managing, evaluating, and mentoring staff while fostering professionalism and a commitment to strong institutional values and mission. The ability to work closely with junior-level staff to ensure that their work is respected and fully integrated into the team's priorities. Ensure that all team members understand and work together to implement organization-wide policies and strategic decisions. Ability to develop and maintain a healthy and collaborative team culture within SIF and with NEO more broadly.
- **Deep fundraising expertise:** Track record of successful fundraising from foundation and individual donors with extensive knowledge of and established relationships within civic engagement/voting rights philanthropy.
- **High-level organizational management skills and experience,** including budgeting, legal and financial management, as well as managing a diverse staff.
- **Superb written and verbal communication skills.** Experience with strategic communications, with experience in digital media preferred.
- **Keen analytical skills that can be applied to SIF's programmatic work and fundraising,** with an ability to identify strategic opportunities for organizational growth and provide ideas to innovate current models of work.
- **Deep understanding of and ability to implement NEO Philanthropy's diversity equity and inclusion priorities** and proven ability to work effectively with diverse constituencies and apply a DEI lens to programmatic activities and planning.
- **Knowledge of organizations and leaders** that play a significant role in the civic engagement/voting rights field desired but not required.
- Availability and willingness to travel.

Compensation:

- The salary range for this position is \$200,000 to \$250,000 per year. Compensation for this role will vary depending on the experience of the candidate and location of the role.
- 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).

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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.

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To learn more about this opportunity, please contact:

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