



Four Freedoms Fund Director of Immigrant Justice

Background:

NEO Philanthropy is a 501(c)(3) public charity that operates grantmaking and technical assistance programs for institutional and individual donors interested in social justice and human rights issues. By developing sustainable partnerships among donors, grantees and allied groups, NEO seeks to foster a movement for social change resulting in equality, fairness and a stronger participatory democracy.

Four Freedoms Fund (FFF) is a national funder collaborative that was launched by NEO Philanthropy in 2003. FFF strengthens the capacity of the immigrant justice movement to ensure all immigrants, regardless of immigration status, have dignity, power to shape change, and agency to determine the quality of their life, community, and future. To achieve this goal, FFF believes we need a robust and powerful infrastructure of organizations leading the transformation of our country's systems to be inclusive, fair and just, and grounded in racial, economic, and gender justice. FFF is a key partner to foundations and advocates strengthening the immigrant justice movement. Through sustained grantmaking, ongoing technical assistance to grantees, and funder education and coordination, FFF invests in the long-term growth and ability of the immigrant justice movement to thrive, respond to opportunities and threats, and win lasting justice.

Position:

Four Freedoms Fund is seeking a seasoned professional to serve as the **Director of Immigrant Justice**, who will supervise a team of experienced program officers and lead and oversee execution of FFF's funding strategy aimed at building and strengthening a robust and powerful infrastructure of immigrant justice organizations across the country that are leading advocacy, organizing, decriminalization, and cross-movement campaigns. The Director of Immigrant Justice is an integral member of FFF's senior leadership team, along with FFF's Senior Director and Director of Inclusive Democracy. This position will report to the Senior Director of Four Freedoms Fund.

Location:

NEO Philanthropy has its headquarters in NYC. FFF, however, is open to hiring candidates based anywhere in the United States.

Vaccine Requirement:

All NEO Philanthropy staff are required to be vaccinated against COVID-19. Requests for medical and/or religious exemptions from the vaccination requirement will be considered on an individual basis, to the extent required by law.

Responsibilities:

- ❑ *Strategic Analysis*: Gather information, track policy developments and analyze the immigrant justice field to identify gaps and emergent opportunities; develop grantmaking strategies that are responsive to the current political environment and grantee ecosystem; and periodically assess FFF impact. Develop program goals, workplan, budget, evaluation plan, and materials.
- ❑ *Grantmaking*: Lead all aspects of FFF annual Immigrant Justice grantmaking process in collaboration with a team of program officers and consultants. This includes supervising the development of grantmaking guidelines and procedures; managing budgets; conducting site visits/due diligence on grantees; and editing and drafting docket memos that summarize grantmaking rationale and strategies.
- ❑ *Field Support*: Oversee FFF's efforts to build the capacity of its grantees, including identifying emerging needs, capacity building trends, and overseeing the work of FFF's capacity building consultants with the lead program officer. Serve as a connector of grantees, advisor/thought partner to FFF donors and staff, and collaborator with other donors to maximize the impact of FFF grantmaking.
- ❑ *Fundraising/Donor Education*: Support the development of reports/proposals for existing and new potential funders. Undertake outreach efforts to interest new donors in this sector. Organize and/or participate in briefings, site visits and preparation of materials to educate FFF and other donors about developments in the field and lessons learned from FFF grantmaking. Assist in writing reports/proposals for existing and new potential funders.
- ❑ *Strategic Partnerships*: Establish relationships with aligned funders and donor tables to amplify our strategy, learn more about the social justice ecosystem and leverage additional funds in furtherance of FFF goals of strengthening the immigrant justice movement.
- ❑ *Supervision of staff and consultant contracts*: Supervise three to four program officers and other staff/ consultants assigned to support and advance the Fund's immigration justice programs by providing ongoing supervision, coaching, and professional development support.
- ❑ *Leadership team*: Participate in FFF's leadership team to ensure alignment across programs.

Qualifications:

- Exceptional strategic thinking and capacity for “big picture” thinking**, with expertise in advocacy, organizing and movement building, likely gained through 10 or more years of experience in philanthropy, advocacy and/or community organizing.
- Grantmaking experience**, or equivalent depth of experience and relationships working with immigration funders and developing grantmaking strategies.
- Management experience strongly preferred.**
- In-depth understanding of the state/ local immigrant rights landscape and the interplay with national advocacy.** This includes understanding the immigrant justice eco-system, key organizations, and advocacy priorities (particularly related to immigration reform, human/civil rights and liberties, and racial and economic justice); deep familiarity with individuals and groups significant to the national, state and local levels (particularly grassroots groups and those working on enforcement); and knowledge of the various approaches to building power in immigrant communities.
- Superb written and verbal communication skills**, including active listening, cogent and polished writing, superb analytical skills, constructive yet humble speaking, and comfort with public speaking and presentation.
- Experience managing complex initiatives and projects.** This includes strong project management skills, with a track record of aligning multiple stakeholders around shared goals, developing and executing strategic plans, managing through change and uncertainty, and juggling and staying on top of multiple deadlines and projects.
- Excellent interpersonal and relationship-building skills**, including the maturity and flexibility needed to cultivate relationships with program staff, donors, and a diverse range of community partners. Being respectful, fair, and responsive - especially with diverse stakeholders and grantees – is a must.
- Deep commitment to immigrant justice & racial equity in philanthropy.** This includes a demonstrated commitment to social justice and immigrant rights as well as a commitment to equity in philanthropy – including deference to grantee-driven approaches, centering impacted communities, and mitigating the inequitable power balance between funders and grantees.
- Alignment with FFF’s culture and values.** FFF’s grantmaking program is team-based, with consensus-based decision-making that preserves the autonomy and agency of all team members to do their best work, but with responsibility to the whole team and

accountability to the whole strategy. In addition, the Director must have the skills, temperament and/or experience working with a remote team.

- ❑ **Willingness to travel frequently**, 15-20% of time (once travel opens up), including trips to NY and DC.

- ❑ **A “self-starter”** who is able to work independently to carry out responsibilities, with the ability and energy to multi-task and adjust to a dynamic work environment.

How to Apply:

No calls, please. Interested applicants should send a resume, cover letter, writing sample, and a list of three references to: fffjobs@neophilanthropy.org.

Deadline for submission:

January 14, 2022. First round interviews will take place in January.

Salary : \$175,000-\$190,000 starting salary. Excellent benefits.

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.

Only those whose applications are being considered will be contacted.