



## **Chief of Staff Executive Office**

### **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 grant making 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:**

NEO Philanthropy is seeking a Chief of Staff to join our expanding Executive Team. Reporting to the Chief Operating Officer, the Chief of Staff will partner with the COO to oversee the executive functions of the organization, build and maintain a strong organizational culture and oversee the implementation of NEO's institutional planning and strategy efforts. The Chief of Staff will serve as a strategic partner and trusted advisor to the rest of the executive team.

The Chief of Staff will be a critical member of the NEO leadership team whose success will require strong collaboration and relationship management skills. They will be able to navigate challenging situations and relationships with a high level of emotional intelligence and fill in for the COO when needed both internally and externally. As NEO navigates several organizational initiatives during a time of growth and transition, the Chief of Staff will work to ensure that NEO continues to operate in alignment with our values and that we sustain and strengthen a healthy and inclusive organizational culture.

### **Location:**

NEO Philanthropy has its headquarters in NYC and the executive office is 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 an expanded hybrid-remote position with in-person office attendance required once per week, as well as in-person attendance required for meetings 8-10 times per year; however, staff have the option to select additional days in the office if they prefer a less remote structure.

### **Vaccine Requirement:**

All NEO 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:**

#### Executive Office

- Oversee the management and execution of all organizational initiatives, including NEO's DEI Initiative and Strategic Planning efforts.
- Support the executive team by ensuring adequate preparation for board meetings, managing board relationships, and maintaining strong communications. This may include

content development and preparation, overall governance, process improvement recommendations and scheduling.

- Creation and oversight of budget for the executive team.
- Support CEO and COO in preparation for critical meetings, including identifying upcoming needs, convening necessary parties and setting appropriate timelines.
- Represent COO in meetings that she is unable to attend, report back and facilitate follow up/closure, as needed.
- Manage vendor relationships for executive team: negotiate, execute and oversee any contracts for the executive team, ensure payments are issued in a timely manner, etc.
- With the support of our Finance team, create and oversee the budget for the executive team.

### Operational Effectiveness

- Serve as a strategic partner, connecting programmatic and operations departments together to solve complex challenges, resolve conflicts, and mediate efforts across NEO in collaboration with senior leadership.
- Lead efforts to ensure that NEO's meetings have the appropriate structure, purpose and flow to ensure effectiveness and collaboration, including owning the creation of agendas and meeting facilitation for critical organizational meetings (all staff meetings, directors meetings, annual all staff meetings and quarterly team meetings, where appropriate).
- Facilitate and support creation of regular internal communications tools for the organization in collaboration with Communications department and other relevant NEO departments.
- In collaboration with senior leadership, ensure decision making practices/ processes at NEO are inclusive, transparent and well-communicated.
- Support COO in the management and execution of special projects for the organization, as needed.

### Culture and Change Management

- Serves as primary culture building agent at NEO with a particular focus on supporting our new remote work structure and integrating our DEI values and priorities into that work.
- Lead employee engagement efforts in collaboration with the Operations and HR departments as the convener and overseer of these efforts.

### Supervision

- Provide supervision and mentorship to two direct reports: NEO's Manager of Strategic Initiatives and DEI Manager

### **Qualifications:**

- Minimum 10 years of professional experience in organizational development, nonprofit management, consulting, and/or project management.
- Five (5) years of leadership/ supervisory experience.
- Demonstrated ability to approach challenges with an optimistic, solutions-focused orientation.
- Exceptionally skilled at conflict resolution and/or navigating difficult conversations with a high level of emotional intelligence, judgement and tact.
- Effective relationship builder and manager, adept at building trust and active listening.

- Demonstrated understanding (lived and/or learned) of racial equity and individual commitment to growth on issues related to racial equity.
- Strong diversity, racial equity, and inclusion lens preferably with experience implementing DEI initiatives and priorities across an organization.
- Learning mindset and open to ensuring that mistakes or setbacks are opportunities for reflection and re-commitment.
- Effective and concise written and spoken communication, including communicating complex ideas in creative, accessible terms.
- Understanding of change management and appreciation for the stages of organizational change.
- Experience working with a board, maintaining high levels of discretion and confidentiality.
- Knowledge of and engagement with the philanthropic and/or nonprofit field.
- Strong project management skills – ability to engage across teams in an inclusive and supportive manner to move projects to completion. Experience working with project management platforms preferred.
- Proficient with windows-based word processing, spreadsheets, databases and Internet programs. Experience with Salesforce is a plus.
- Deep commitment to and passion for social justice and the movements that NEO supports.

**Compensation:**

Compensation for this role will vary depending on the experience of the candidate and resulting title. The salary range for this position is \$120,000 to \$150,000 per year. 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). Additionally, NEO provides additional resources for remote work office set up (initial funds and annual allotment), as well as an annual fund for professional development opportunities.

**How to Apply:**

Interested applicants should send an application that includes a resume and cover letter to: [chiefstaff@neophilanthropy.org](mailto:chiefstaff@neophilanthropy.org). Please include “Chief of Staff – [your name]” in the subject of your email. No phone calls please.

Only those whose applications are being considered will be contacted.

**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.