

## **Project 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 Project Manager will work with a portfolio of diverse projects for both individual and institutional donors and partners. Additionally, they will work closely with the Program Manager and senior leadership to develop organizational strategy and priorities around the creation and expansion of the Donor Services & Special Projects department. 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. 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 Program Manager.

### **Location:**

NEO Philanthropy has its headquarters in NYC and members of Donor Services team are based in this office. NEO HQ has a hybrid work remote structure based on job function. It is our expectation that this role will work primarily remote, with in-person meetings required 6-8 times per year.

### **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:**

#### 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 reporting calendar and work with projects to ensure all reporting requirements and deadlines are satisfied.

#### Convening and Meeting Support

- Vet potential venues in accordance with the project's needs
- Review and sign off on vendor contracts
- Track convening or meeting budget
- Coordinate guest lodging with hotel/venue staff

#### 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.
- Provide exceptional customer service to partners and donors.
- 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.

#### 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.

#### Legal Compliance

- Work with Counsel to ensure that projects and grantees comply with all federal, state, and local laws and regulations, including relevant restrictions on lobbying and electoral campaigning activities.
- Draft all vendor and consultant contracts for review by Counsel for assigned projects.

#### NEO Program Responsibilities

- Work with NEO leadership to communicate organization-wide policies and procedures to projects.
- Work with NEO leadership to create communications collateral for the department.

#### **Desired qualifications:**

- Bachelor's degree required
- Master's degree in related field or equivalent experience preferred
- 3-5 years of foundation, nonprofit, or public service experience required
- Knowledge of non-profit management, including legal and financial compliance for nonprofits strongly preferred
- Strong planning, and organizational skills; the ability to manage time efficiently and meet deadlines
- Exceptional attention to detail
- Proven ability to juggle multiple tasks and tolerance for work under pressure
- Excellent interpersonal and relationship-building skills and proven ability to work effectively across multiple roles with diverse groups of people and customers.

- Excellent verbal and written communication skills
- Personal and professional approach of working respectfully, thoughtfully, and collaboratively in a team environment
- Knowledge of budgeting and financial management
- Proficient with windows-based word processing, spreadsheets, databases and Internet programs.

**Compensation:**

Compensation for this role will vary depending on the experience of the candidate. The salary range for this position is \$65,000 to \$75,000 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:**

How to apply: Interested applicants should send an application should apply [here](#). Please include resume and cover letter for consideration. Applications submitted by June 3, 2022 will be considered. Only those whose applications are being considered will be contacted. No phone calls please.

**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.