



## **Four Freedoms Fund Finance and Grants Coordinator**

### **Overview:**

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:**

The Finance & Grants Coordinator will be responsible for fiscal oversight and contracts administration while assisting with grants administration at the Four Freedoms Fund. They will play a critical role as the fund grows its grantmaking initiatives and restructures accompanying operations processes. The ideal candidate has a strong background in budgeting and financial management as well as grantmaking systems including database management. They are well-organized and comfortable with systems, processes and spreadsheets. Excellent analytical and verbal communications skills are essential. The Finance & Grants Coordinator reports to the Deputy Director and works closely with FFF's Senior Leadership and Operations and Administration teams, as well as NEO Philanthropy's Finance and Legal departments.

### **Location:**

This position will be based at the NEO headquarters in New York City. NEO Philanthropy has its headquarters in NYC and has a hybrid work remote structure based on job function. When conditions related to the pandemic have significantly improved, it is our expectation that this role will be able to come into the NY office at least once a week, remaining remote for other days of the week.

### **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:**

- ☐ Budget & Financial Oversight 50%
  - Assist the Senior Director and Deputy Director with budget development, tracking and reconciliation. This includes:
    - Monitoring and updating FFF expenses with actuals and tracking cash flow.

- Assisting Deputy Director in auditing income/expenses each month against the General Ledger.
  - Updating financial projections and revenue allocations.
  - Managing initiative budgets.
  - Assisting Senior Director in developing annual budgets and midyear revisions.
  - Handling annual and semi-annual reconciliation of all initiative budgets and master budget.
  - Reviewing grantmaking expenses and generating quarterly reports for our initiatives and program management budgets.
  - Preparing financials and supporting documents for submission of all funder proposals and reports.
  - Develop/improve procedures for better tracking of finances and grantmaking
  - Prepare financials and supporting documents for submission of all funder proposals and reports
  - Monitor and improve systems for managing fiscal grant reporting
  - Manage organizational forecasting, including providing multi-year financial modeling scenarios.
  - Effectively communicate, present, and educate staff on critical financial matters and skills.
  - Coordinate with NEO Finance & Legal to ensure consistent compliance.
  - Maintain FFF's list of subscriptions.
- Grants Administration 50%
- Prepare and process all payments (grants, stipends, invoices, reimbursements, honorariums, stipends).
  - Manage contractual agreements and legal compliance protocols between FFF, grantees and consultants.
  - Assist the Senior Grants Coordinator with the following:
    - Issuing and tracking request for proposals
    - Tracking, collecting, and managing grantee reports
    - Preparing grant agreement letters
    - Database management

**Job Requirements:**

- Commitment to overall mission of NEO and FFF.
- Accounting or bookkeeping training and/or coursework required; 4-year degree in related field strongly preferred.
- 2+ years professional work experience with accounting and bookkeeping procedures and standards.
- Previous grantmaking experience preferred
- Experience managing multiple individual, business or government contracts preferred.
- High degree of professional integrity; ability and commitment to maintain confidentiality of sensitive data.
- Solid organizational skills: detail-oriented, ability to multi-task, set priorities, and meet deadlines.
- Ability to work independently, be flexible and work well under pressure in a fast-paced team environment.
- Excellent communication, analysis and negotiation skill, availability to work with a variety of stakeholders.
- Prior knowledge of NetSuite or QuickBooks and Salesforce required.
- Strong working knowledge of CRM Databases and Salesforce in particular.
- Good interpersonal skills: ability to work effectively in a multi-cultural environment.
- Solid Computer skills: MS Word, Excel, Google suite, other financial related software strongly required.

**Compensation:**

Compensation for this role will vary depending on the experience of the candidate. The salary range for this position is \$60,900 to \$70,000. 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 apply [here](#). Please include resume and cover letter for consideration. Applications submitted by August 24, 2022 will be considered. Only those whose applications are being considered will be contacted. No phone calls please. 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.

**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.