



Director, 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 funds on behalf of donors and develop organization and field-focused capacity building initiatives.

Founded in 2017 within NEO, the Donor Services and Special Projects (DSSP) currently houses 40 distinct projects. Our donors are large institutional donors, corporate donors, high-net worth individuals, community foundations and affinity groups. The DSSP also works with a separate, NEO Action Fund, which supports c(4) projects. While each project is different, many of our projects have a grantmaking component and some of our projects are collaborative funds. Each project has a designated portfolio manager who serves as the liaison between project staff and the organizational support within NEO.

The DSSP is expected to grow in the coming years, both in terms of overall revenue and project management. In 2021, DSSP had revenue of \$37 million, and the NEO Action fund revenue of \$13 million. The current DSSP team consists of 6 staff (7 including the director) all of whom have portfolio management responsibilities, with some staff having departmental and cross-departmental duties as well.

Position:

Reporting to the Vice President of Strategic Partnerships, the Director of Donor Services and Special Projects (DSSP) will develop organizational strategy and priorities around the overall management and recruitment of new projects as part of the expansion of the DSSP department. The Director will play an important external facing role in philanthropy, as we seek to elevate the visibility of DSSP in the sector. In addition, the Director will work closely with NEO's Legal, Operations, Finance, and Human Resources staff to ensure the highest quality service to our projects and their donors. Working with the Deputy Director, the Director will support the work of DSSP with these other departments, as well as in coordination with the Fiscal Sponsorship Department at NEO, which provides similar, but distinct services to movement building groups. In addition to the leadership duties above, the Director will manage a small portfolio of diverse projects for both individual and institutional donors and partners. The Director will also lead the Department's work as part of the NEO Philanthropy Action Fund.

NEO Philanthropy has embarked on an internal DEI process to identify areas of growth and set priorities. The Director will collaborate with the VP and other leadership in applying a DEI lens to all current and future DSSP management. Doing this work requires a commitment to social justice, a deep understanding of the DEI field and a willingness to both give and receive feedback.

**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 able to travel to our office a set number of times, to be determined.

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.

NEO Responsibilities:

- Contribute to NEO's strategic and organizational development priorities, representing the DSSP department in the strategic planning process
- Operationalize NEO's Theory of Change for the DSSP department
- Implement systemic changes considering the on-going DEI initiative in order to ensure a fair and equitable workplace

Department Responsibilities:

- Represent DSSP within NEO and within philanthropy. Oversee the relationship building work of the DS department – as a representative of NEO and DSSP, to external audiences
- Be spokesperson on behalf of DSSP in all communications and, working closely with NEO's communication department, support DSSP's branding and marketing
- Working with the VP of Strategic Partnerships and NEO's communications department, oversee DSSP related collateral and identify other communications needs as they arise.
- Lead strategic planning and implementation of annual and long-term goals for the DS program
- Provide financial oversight of the department budget, including quarterly monitoring review, revenue projections, and setting annual department budgets and goals.
- Implement an updated cost allocation/fee structure for new and existing projects, as applicable.
- Serve as a thought partner and liaison to the Executive team, Human Resources, Finance, Operations and Legal departments in establish new processes for the department and for NEO.
- With the support of the VP of Strategic Partnerships and the Deputy Director, identify gaps in internal capacity or processes to ensure risk mitigation, legal compliance, and operational efficiency.
- In collaboration with the Fiscal Sponsorship department, create and operationalize a capacity building plan for staff and projects, in response to identified needs.
- When necessary, serve as a liaison to project donor committees and donors.
- Serve as a representative from the department at NEO Director-level meetings.

New Business Acquisition:

- With the VP of Strategic Partnerships, develop annual fundraising goals for the department and work to ensure goal achievement throughout the year.
- With support from the VP of Strategic Partnerships, proactively seek out new business opportunities and pursue new potential streams of revenue for the department.
- With the Deputy Director, respond to inquiries for new and prospective projects.
- Ensure mission-alignment, ethical considerations, and DEI best practices while pursuing new opportunities
- Build strategy around working with donors, including types of donors, donor education and building projects that realize donor's goals.

Supervision and Leadership of DSSP Team:

- Manage, support, and grow a team of existing staff who are geographically dispersed.
- Build a culture of collaboration and open communication amongst the DSSP team and with the larger NEO community.
- Integrate DEI lens in assessing staff structure and pay, and maintain staffing by recruiting, orienting and training new staff.
- Identify and develop personal and professional growth opportunities for staff with a focus on developing leadership across the department.

Portfolio Management:

- Ensure the onboarding and offboarding protocol and implementation of projects
- Serve as primary point of contact for all donor requests within portfolio, including contracts, grant agreements, and all payments
- Participate in grantee, donor, and advisory committee meetings for assigned projects, as requested.
- Manage the proposal and report submission process for assigned projects, ensuring materials are accurate and complete.
- 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 financial management assessment and support to assigned projects, including management of the annual budgeting process, monthly financial reports and other support as requested.
- 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.



Desired Qualifications:

- **Experienced leadership & management-** with a minimum of 10 years of leadership, preferably as an organization director with extensive experience managing, supporting and developing younger leadership
- **Philanthropy relationships and fundraising experience:** existing relationships within the philanthropic sector, track record of successful fundraising from foundation and individual donors with extensive knowledge of and established relationships within philanthropy
- **Demonstrated ability to build and lead a high-functioning remote 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
- **Strong Financial Management skills:** including budgeting, grant reporting and financial forecasting/ planning
- **Knowledge of non-profit management and operations:** legal and financial compliance for c3 and c4 organizations strongly preferred; knowledge of grantmaking operations
- **Excellent interpersonal and relationship-building skills:** proven ability to work effectively across multiple roles with diverse groups of people and customers; personal and professional approach of working respectfully, thoughtfully, and collaboratively in a team environment
- **Excellent verbal and written communication skills:** experience with written communications, both with promotional collateral and conceptualizing and writing proposals, as needed, for potential DS projects; experience communicating with diverse audiences
- **High-level organizational management skills and experience,** including budgeting, legal and financial management, as well as managing a diverse staff.
- **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 DS priorities and planning

Compensation:

Compensation for this role will vary depending on the experience of the candidate and resulting title. The salary range for this position is \$150,000 - \$180,000 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).

How to Apply:

Interested applicants should apply [here](#). Please include resume and cover letter for consideration. Applications submitted by November 21, 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.