Four Freedoms Fund
Director of Inclusive Democracy

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.

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.

Four Freedoms Action Fund (FFAF) is a national funder collaborative launched by Neo Philanthropy Action Fund, Inc. in 2019 designed to strengthen the long-term effectiveness of the grassroots immigrant justice movement by investing 501(c)4 funds through organizational capacity building, policy advocacy, and strategic campaigns.

POSITION:
Four Freedoms Fund (FFF) is seeking a seasoned professional to serve as the Director of Inclusive Democracy. Reporting to the Vice President of FFF, the Director of Inclusive Democracy will lead and oversee execution of FFF’s funding strategy aimed at strengthening the power and influence of the immigrant justice movement, including through FFF’s Civic Participation Initiative (CPI) and Four Freedoms Action Fund (FFAF). FFF’s Civic Participation Initiative aims to increase the voting rate and vote share of New American Voters so that policymaking bodies at all levels of government are responsive to the voices and needs of immigrant communities, and policies are adopted to protect the lives and livelihoods of immigrants and advance their full integration into American society. FFAF aims to accelerate the growing 501(c)(4) ecosystem of the immigrant justice movement to strengthen and leverage its independent political power and advance a pro-immigration agenda.

Operating at the nexus of immigrant rights and democracy, this program area is central to FFF’s mission and critical to achieving an immigrant-inclusive, multi-racial, and justAmerican democracy. The Director of Inclusive Democracy is an integral member of FFF’s senior leadership team, along with the Vice President of FFF Deputy Director, and Director of Immigrant Justice.
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 democracy 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 and FFAF impact. Develop program goals, workplan, budget, evaluation plan, and materials.

- **Grantmaking:** Lead all aspects of FFF and FFAF annual Inclusive Democracy grantmaking process in collaboration with a program officer 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.

- **Capacity Building:** Oversee efforts to build the capacity of FFF Civic Participation Initiative and FFAF grantees, including identifying emerging needs, capacity building trends, and overseeing the work of CPI and FFAF’s capacity building consultants with the lead program officer. Serve as a connector of grantees, advisor/thought partner to FFF/FFAF donors and staff, and collaborator with other donors to maximize the impact of FFF and FFAF 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 and FFAF 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, shine a light on immigrant justice organizations’ critical role in strengthening America’s multi-racial democracy, and leverage additional funds in furtherance of FFF goals of building pro-immigration power and strengthening the civic participation and democracy work of the immigrant justice movement.

- **Supervision of staff and manage consultant contracts:** Supervise one program officer to support and advance the Fund’s Inclusive Democracy Programs by providing ongoing supervision, coaching, and professional development support. Manage consultant contracts, scopes of work, and deliverables in support of the Inclusive Democracy Programs.
Leadership team: Participate in FFF’s leadership team to contribute to strategic direction of FFF and ensure alignment and integration across programs.

QUALIFICATIONS:

- **8-10 years of grantmaking experience**, or equivalent depth of experience and relationships working with immigration funders, developing grantmaking strategies, preparing strategic plans and program evaluations, and mentoring newer grantmakers.

- **Experience strengthening multi-entity organizations that include both 501(c)(3) and 501(c)(4) programming**, including knowledge of compliance and internal operations.

- **Exceptional strategic thinking and capacity for “big picture” thinking**, with expertise in advocacy, electoral engagement, power building, and cross-movement work, likely gained through 10 or more years of experience in philanthropy, advocacy and/or voter engagement work.

- **In-depth understanding of state and national immigrant justice and progressive voter engagement organizational ecosystems.** This includes expertise in both 501(c)(3) and 501(c)(4) civic engagement organizations and strategies employed to strengthen the participation of immigrant communities in voting and democratic processes, and building independent political power with and for these communities.

- **Superb written and verbal communication skills**, including active listening, cogent and persuasive 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 experience 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, 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:
Interested applicants should apply here. Please include a resume, cover letter, and writing samples (e.g. strategy memo, grant write-up, evaluation, and/ or other report) for consideration. Confidential information should be redacted from the writing sample. Applications submitted by January 5, 2022 will be considered. Only those whose applications are being considered will be contacted. No phone calls please.

COMPENSATION & BENEFITS:
The salary range for this position is $175,000-$190,000 depending upon experience and qualifications. 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.

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.