



Grants Manager State Infrastructure Fund

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.

The State Infrastructure Fund (SIF) is a donor collaborative fund based at NEO Philanthropy, Inc. that works to increase civic participation and advance voting rights among Black, Indigenous, Asian American and Pacific Islander, Latinx (BIPOC), and other historically underrepresented communities. SIF achieves this mission by providing consistent, long-term funding to networks of state-based and state-focused nonpartisan organizations that engage their communities through education, advocacy, organizing, voter engagement and mobilization, combat voter suppression, and protect the right to vote through Election Protection programs and voting rights litigation.

Position:

Reporting to the SIF Vice President, the ideal Grants Manager candidate is an organized, reliable and detail-oriented person with excellent judgment and prior experience in the nonprofit sector. This experience may include working with a public interest organization, funder, funder intermediary and/or donor advised fund. This position works closely with NEO's Legal, Finance, and Operations staff to ensure the highest quality grantmaking by the State Infrastructure Fund. The ideal person will have experience in grantmaking and an understanding of nonprofit operations, including legal compliance, contracts, and budgeting. This person has worked in a fast-paced, collaborative environment, with responsibility for multiple time-sensitive deliverables. They are able to deliver exceptional grantee and funder support when faced with challenging demands. They work efficiently, and proactively suggest process improvements.

Location:

NEO Philanthropy has its headquarters in NYC and has a hybrid work remote structure based on job function. It is our expectation that this role may be remote with in-person meetings required 4-8 times per year. However, NY is preferred and staff will have the option to select a partial or full in office schedule if they are based in the NYC area.

Vaccine Requirement:

All NEO staff are required to be vaccinated and boosted 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

- Manage the grantee proposal submission and reporting process, ensuring materials are accurate and complete.
- Manage reporting calendar and work with grantees to ensure all reporting requirements and deadlines are met.
- Manage grant agreement processes, as well as accurate and timely disbursement of grant payments.
- Create and aggregate Docket materials for monthly Steering Committee Calls.

Legal & Compliance

- Work with Vice President and Counsel to ensure that SIF grantees comply with all federal, state, and local laws and regulations, including relevant restrictions on lobbying and electoral campaigning activities.
- Responsible for the drafting of vendor and consultant contracts for review by Vice President and Counsel for SIF.

Grantee Portal Maintenance

- Manage the Grantee Portal and ensure that Grantees can submit proposals, reports, upload documents, and navigate the portal. Knowledge of Salesforce preferred.
- In collaboration with Operations, develop, revisit, and manage workplan and timelines for resource creation and internal and external communications related to Grantee Portal roll out.
- In collaboration with Operations, identify and create suite of resources for Grantees and training plan for both SIF Team Members and Grantees.
- Deliver Grantee Portal Trainings to SIF Grantees.
- Serve as liaison between Grantees, SIF and Operations Team, including the soliciting and collating of feedback, needs, concerns, and suggestions.
- Serve as primary advocate for SIF and Grantee needs internally throughout this effort.

Financial Management & Compliance

- Work with Director and NEO Finance Team to ensure proper documentation and accurate accounting for all expenses, including grantmaking and tracking accounts payable and receivable.
- Review and process approved payment requests and consultant contracts
- Work with the SIF Operations Manager as necessary to assist with funder proposals and reports
- Perform other duties as assigned.

Desired qualifications:

The successful candidate will have prior experience in nonprofit grants management, be proficient in Excel and Salesforce, and be comfortable working independently and managing competing deadlines. The requirements listed below are representative of the knowledge, skill, and/or ability required for a candidate to perform this job successfully.

- Commitment to overall mission of NEO and SIF and to teamwork.
- 2+ years' experience with grantmaking.
- Experience managing multiple individual, business or government contracts preferred.
- High degree of professional integrity; ability and commitment to maintain confidentiality of sensitive data.
- 2+ years professional work experience with accounting and bookkeeping procedures and standards.
- Ability to work effectively with a variety of stakeholders including program and other NEO staff, grantees, funders, and consultants.
- Solid organizational skills: detail-oriented with 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 skills.
- Prior knowledge of grantmaking and budget platforms/software required.
- Good interpersonal skills and ability to work effectively in a multi-cultural environment.
- Solid Computer skills: MS Word, Excel, Google suite, Salesforce and other financial related software knowledge required.
- 4-year degree in related field strongly preferred.

Compensation:

The salary band for this position is \$72,000 to \$102,000. The final salary will be commensurate with experience. 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 February, 3, 2023 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.