

**Program Manager
Donor Services and 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.

Founded in 2017 within NEO, the Donor Services and Special Projects (DSSP) department currently houses 40 distinct projects. Our donors are large institutional donors, corporate donors, high net worth individuals, community foundations and affinity groups. The department also works with a separate affiliate entity, NEO Action Fund, which supports 501(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.

Position:

We are seeking two Program Managers whose primary focus will be to work with a portfolio of diverse projects for both individual and institutional donors and partners. 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 Program Manager will also support NEO Philanthropy's 501(c)(4), NEO Action Fund, on program management.

Reporting to the Director of Donor Services and Special Projects, the Program Manager will oversee several of the department's workstreams, including ensuring DS meets all legal and organizational compliance requirements, assist in procuring and evaluating new business opportunities, facilitating inter-departmental collaboration, and supporting the Director in planning and communications.

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:

NEO follows CDC guidance regarding staying up to date with COVID-19 vaccinations and boosters. Accordingly, and in order to ensure the wellness and safety of our staff to the greatest extent possible, NEO requires the COVID-19 vaccination and boosters for all staff. Requests for medical and/or religious exemptions from the vaccination requirement will be considered on an individual basis.

Responsibilities:

Grant Administration

- Serve as primary point of contact for all donor requests within portfolio.
- With support from the Legal Department, 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 grant database and work with projects to ensure all reporting requirements and deadlines are satisfied.
- Track grants, payments, and deliverables/receivables using grant management systems.

Contract Administration

- Draft all vendor and consultant contracts for review by Counsel based on the needs of the project
- Work with counsel to ensure that projects and consultants comply with all federal, state, and local laws and regulations, including relevant restrictions on lobbying and electoral campaigning activities
- Manage and track payments for open contracts

Convening Support

- Vet potential venues in accordance with the project's needs and budget. Liaise with venues to coordinate operations and logistics of events in accordance to deadlines set by event contracts
- Review and sign off on vendor contracts
- Track convening or meeting budgets
- Work with NEO's legal team to define new processes around event-based contract reviews

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.
- 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.
- Maintain relationship with funders as needed
- Develop existing systems in coordination with the Operations and Grants teams to maximize NEO-experience specifically for donor-driven projects

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.
- Work closely with Finance team to ensure that the projects' biannual budget process is completed efficiently and comprehensively.

NEO Program Responsibilities

- Support the onboarding of new projects and transitions of projects.
- Communicate organization-wide policies and procedures to projects.
- Support strategic planning and implementation of annual and long-term goals for the DS program, specifically in relation to the ongoing NEO-wide DEII initiative. Proactively work to identify gaps and develop the necessary programmatic resources.
- In partnership with NEO and DS leadership, develop and support organizational strategies, priorities, and processes for the department.
- Proactively maintain a culture of collaboration and open communication amongst the DS team and with the larger NEO community.

Desired Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree required
- Master's degree in related field, Project Management Professional (PMP) certification, or equivalent experience preferred
- 5-7 years of foundation, nonprofit, corporate social responsibility, or public service experience required
- Strong financial management skills, including budgeting, grant reporting and financial forecasting/planning required
- Knowledge of philanthropy, fiscal sponsorship, and non-profit management, including legal and financial compliance, strongly preferred
- Knowledge of 501(c)(4) compliance, legal environment, and operations 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
- Proficient with windows-based word processing, spreadsheets, databases and Internet programs.
- Experience with complex grant management system (i.e. Salesforce).

Compensation:

Compensation for this role will vary depending on the experience of the candidate and resulting title. The salary range for this position is \$72,900 - \$102,100 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 May 12, 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.