



Bridge
Partners

Executive Search

NEO PHILANTHROPY
DEPUTY DIRECTOR, HUMAN RESOURCES

<https://neophilanthropy.org/>

The Organization:

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 and develop organization and field-focused capacity building initiatives.

NEO offers fiscal sponsorship services to projects and affinity groups working in the social justice arena that do not have 501(c) (3) tax-exempt status. Fiscal sponsorship broadens the funding avenues that a project can pursue, since nonprofit status is required for funding by most foundations, corporations, and government agencies.

NEO has also helped all types of donors maximize their resources, support work they could not do on their own and gain access to strategic and cutting-edge advice around issues and philanthropic practice. NEO offers donors a range of ways to work with us – through donor advised funds, pooled funds, specialized grant programs and initiatives. These customized programs allow our donors to minimize their administrative costs to maximize their impact. NEO currently hosts over 60 fiscal and donor sponsored projects.

The Role:

Location: NEO Philanthropy has its headquarters in NYC and the HR department is based in that office. NEO Central staff follow a remote first model that allows staff to work remotely, based on the responsibilities of their role.

Due to the responsibilities of this role, the Deputy Director is expected to work a minimum of one day per week from NEO's headquarters location in NYC.

Reports to: Director, Human Resources

Position Summary:

The Deputy Director, Human Resources will be an integral part of NEO Philanthropy's HR team. NEO Philanthropy is seeking a highly skilled, collaborative and emotionally intelligent human resources professional to serve in this new position.

One of the Deputy Director's primary functions will be to build and mentor an internal team to support the full spectrum of HR needs for our fiscally sponsored (FS) and donor services (DS) projects, while also developing a robust program that includes training, policy development/review and general HR generalist support for those same projects. This will include managing employee relations and performance management issues within our FS and DS projects.

Additional department-level responsibilities include overseeing human resources compliance and reporting, ensuring electronic platforms and systems are aligned and operating appropriately, managing select vendor relationships, and leading the department in the absence of the director.

The Deputy Director will manage a team of HR professionals in carrying out the daily functions of assigned roles. Specifically, they will manage a team of HR business partners who will provide direct HR generalist support services to a portfolio of FS and DS projects.

The ideal candidate will have a depth and breadth of HR generalist experience across various HR functional areas (e.g., performance management, employee relations, systems, operations, on/off boarding, leaves of absence, compensation, etc.).

They will be skilled at cultivating and managing relationships, working collaboratively within a team across functions, appropriately delegating while owning a body of hands-on work, and poised at providing high-level HR support.

Key Responsibilities:

HR Operations:

- Ensure the daily operations of the HR department in the absence of the director.
- Manage a portfolio of fiscally and donor sponsored projects providing a high level of HR generalist support.
- Work with the HR Operations Manager and Talent Manager to ensure HR reporting compliance is met. This includes overseeing completion of annual EEO-1 reporting, state specific pay-data reporting, and associated reporting.
- Monitor changes in employment laws, regulations, and technology that may affect department operations; in partnership with the director, develop policy and procedural changes as required.
- In collaboration with the HR Director, Donor Services, and Fiscal Sponsorship teams, oversee the onboarding of new projects and the off boarding and/or spinoff of projects transitioning from NEO's sponsorship.

Performance Management and Employee Relations

- Assist DS and FS projects with creating and implementing performance management processes and systems to effectively manage and document performance; create and deliver associated trainings to support effective performance management and best practices; create and conduct training on best practices in performance management and on optimal use of NEO's performance management platform.
- Independently manage complex performance management and employee relations issues for NEO's fiscally and donor sponsored projects; coordinate with the director to address and resolve employee relations issues and provide recommendations on resolution.
- Interpret and appropriately apply NEO's policies and procedures; in partnership with the director, develop and revise policies and procedures, as appropriate.
- In collaboration with the director and Benefits Manager, manage requests for leaves of absence and accommodations, which may be related to performance and employee relations issues.

- In partnership with the director, COO, and NEO's legal counsel, manage complex and sensitive transitions for DS and FS project staff, which may include the management of release agreements.
- In collaboration with the director and NEO's legal counsel, conduct investigations of employment policy violations including alleged harassment and discriminatory conduct for DS and FS projects; document resolutions and prepare reports as required.
- Participate in and implement organization wide Diversity, Equity, and Inclusion Initiative (DEII) related to assigned scope of responsibilities.

People Management

- Staff, supervise, coach, and mentor assigned HR staff.
- Develop and direct the implementation of goals, objectives, policies, procedures, and work standards of direct reports.
- Conduct annual and semi-annual performance evaluations, identify and encourage training and development opportunities, manage performance issues, determine growth opportunities.
- Build a culture of collaboration and open communication amongst the HR team and with the larger NEO community.

Capacity Building

- Build and maintain relationships with program and operational departments through regular engagement and responsive communication.
- Serve as a resource and thought partner on HR-related strategy, critical staffing issues, staffing/recruitment, organization structure, and compensation.
- In coordination with the Talent Manager and HR Business Partners, conduct manager trainings; research and recommend external trainings on best practices in management/supervision and related areas.
- Create materials and resources for circulation with a particular focus on the needs of NEO's DS and FS projects.
- Perform related responsibilities and projects as identified by the director.

The Person:

Desired qualifications

- Seven (7) years of relevant experience within the HR function; minimum of three (3) years in a leadership or supervisory capacity.
- Experience working in an organization that has employees working across multiple locations; experience managing and supporting employees in a remote setting strongly preferred.
- Thorough knowledge of HR compliance and U.S. employment law.
- Demonstrated commitment to NEO's mission and values.
- Deep commitment to equity and inclusion work.
- High level of emotional intelligence and able to always maintain tact and confidentiality.
- Strong project management skills and the ability to take a project from conception to completion.
- Excellent interpersonal and relationship-building skills and proven ability to work effectively across multiple roles with diverse groups of people and customers.

Compensation:

- Salary range for this position is \$120,000 to \$145,000, depending on experience.
- NEO provides generous benefits, including health insurance, 401k, and paid time off.

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, caste, and all other classifications protected by law in the locality and/or state in which you are working.

Vaccination Requirement:

All NEO staff are required to be vaccinated against COVID-19 and to have received the most recent booster available for their age group, based on CDC guidelines. Requests for medical and/or religious exemptions from the vaccination requirement will be considered on an individual basis, to the extent required by law.

To learn more about this opportunity, please contact:

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