Anti-Trafficking Fund
Program Assistant

January, 2020

NEO Philanthropy is seeking a part-time Program Assistant to manage logistical and budgetary aspects, and assist the Director of the Anti-Trafficking Fund.

The ideal candidate is an organized, detail-oriented person with good writing skills and the ability to work in a collaborative, professional setting.

Background

Launched in 1983, NEO Philanthropy is a 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.

NEO’s Anti-Trafficking Fund pools the resources of 4 donor organizations to make grants to organizations that advance a human rights approach to ending human trafficking in the United States. The Fund also provides support for grantees to strengthen and grow, convenes grantees for networking opportunities, leverages and engages donors, and hosts initiatives to strengthen the field. The Fund is currently staffed by one Fund Director with support from NEO central staff. The Fund’s portfolio is currently 19 organizations, with plans to grow.

Location

NEO Philanthropy’s central office is in New York City, while the Director works remotely from Northampton, Massachusetts. The Program Assistant will be based in Northampton, Massachusetts. Remote work is an option for an exceptional candidate.

Job Description

The Program Assistant will be responsible for:

- Managing the outflow of funds: Preparing and tracking payment requests, managing internal budgets for projects, submitting expense reports and reviewing accuracy of monthly financial reports
- Assisting with compiling information for grant proposals and reports to our funders
- Preparing and executing grant agreements and consultant contracts
- Managing logistical aspects of convenings and the capacity-building program
• Working with the Director to create processes, timelines & calendars for the Fund
• Analyzing and providing draft commentary on grantee reports

Qualifications

We’re seeking candidates who are detail-oriented, highly organized & good writers/communicators. You should have:

• Good organizational skills to manage multiple demands and timelines
• Attention to detail and ability to prevent tasks from falling through the cracks.
• Experience or aptitude for spreadsheets, data, & budgets
• Good communication skills: Able to ask for direction & clarification & communicate in professional and friendly manner with other NEO staff & grantees
• Good analysis and writing skills
• Collaborative mindset: able to work with Director on developing systems
• Interest in helping the Fund achieve its mission

Knowledge of or experience with human trafficking issues, worker rights, or human rights is not required, but this will be a great place to become familiar with these issues.

Compensation

Position is half-time, with salary ranging from $20K to $25K per year, depending on experience. Position is eligible for 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, and all other classifications protected by law in the locality and/or state in which you are working.

How to apply

Please send your resume and a writing sample to Sienna Baskin, Director of the Anti-Trafficking Fund at sbaskin@neophilanthropy.org.

Please also include a document answering the following questions:

• What interests you about working for NEO Philanthropy and/or the Anti-Trafficking Fund?
• What is one example from your past work or life where having a strong system improved the outcome?

Only applicants under consideration will be contacted.