

State Infrastructure Fund
Operations Manager

Background:

NEO Philanthropy, Inc. is a 501(c)(3) public charity located in New York City that operates grantmaking and technical assistance programs for institutional and individual donors interested in social justice and human rights issues. By developing sustainable partnerships among donors, grantees and allied groups, NEO seeks to foster a movement for social change resulting in equality, fairness and a stronger participatory democracy.

The State Infrastructure Fund (SIF) is a donor collaborative based at NEO Philanthropy. Founded in 2010, SIF has raised over \$65 million since its inception to increase civic participation and advance voting rights among people of color and other historically underrepresented communities by providing grant support to networks of state-focused nonpartisan organizations that engage their communities through advocacy, organizing and litigation.

Specifically, the State Infrastructure Fund makes grants in the following two funding areas:

- *Integrated Voter Engagement Grantmaking:* SIF supports organizations in states that increase voter participation rates in historically underrepresented communities by tying voting to salient issues through year-round advocacy, organizing, leadership development and voter mobilization.
- *Voting Rights and Reforms Grantmaking:* SIF supports organizations that protect and advance the voting rights of historically disenfranchised communities through litigation, monitoring, education and activism.

SIF also encourages alignment among the funding community and field through collaborative planning, field research, convenings and strategic conversations about best practices.

The Operations Manager will lead the internal operations for the State Infrastructure Fund, including managing the financial and fundraising processes; drafting proposals and reports; and, overseeing grants administration. The ideal candidate has management experience and a reasonably strong background in budgeting and financial management. He/she is well-organized and comfortable with systems and processes. Experience in fundraising and some content experience are required in order to develop fundraising documents and effectively supervise administrative staff. Excellent written and verbal communications skills are essential. The Operations Manager will work closely with the SIF Director and funders and all departments at NEO Philanthropy to ensure the effective execution of all SIF programming and operations.

The Operations Manager reports to the Director and will be based at the NEO office in NYC.

Responsibilities:

- ❑ Operations Management: Manage internal operations of the fund to facilitate efficient workflow and ensure that a high performing program team have what they need to succeed and deliver excellent results.
 - Manage internal processes and administrative staff to implement internal fundraising, grant-making, reporting, meetings and planning processes
 - Work with senior staff to update general internal procedures, processes, and templates to facilitate SIF program implementation
 - Oversee the production of program related documents, reports and other support materials.
 - Encourage consistent intra-staff communications and planning through retreats, meetings and written materials.
 - Coordinate with NEO legal department to ensure consistent legal compliance
 - Provide supervision and mentorship for SIF's Program Associate.

- ❑ Budget & Financial Oversight: Assist Director with budget development, tracking and reconciliation.
 - Develop update and monitor SIF annual budget and cash flow with Director and NEO Finance Team
 - Monitor and update SIF budget and cash flow documents
 - Assist Director with auditing income/expenses
 - Develop/improve procedures for better tracking of finances and grantmaking
 - Prepare financials and supporting documents for submission of all funder proposals and reports.

- ❑ Development Operations: Responsible for timely and accurate creation and submission of proposal and reporting materials.
 - Draft, coordinate and submit all funder proposals and reports, with support from Senior Program Officers and Program Coordinator.
 - Monitor development fundraising and reporting calendar and ensure all proposals and reports are submitted on time.
 - Maintain and update master proposal and report that aligns with evolving strategy and reporting measures.
 - Revise internal and external documents including staffing charts, SIF information sheet and reporting formats
 - Ensure that all relevant staff, especially Program Coordinator, have the information and support they need regarding upcoming proposal and reporting requirements.
 - Work with Director to organize SIF Steering Committee meeting logistics, agendas, presentations and materials.
 - Organize logistics for the Voting Rights Convening

- ❑ Data, Research, Evaluation and Planning: Responsible for SIF performance tracking and reporting with support of Program Coordinator
 - Work with Director and Senior Program Officers to research, develop and implement a comprehensive benchmarking system for SIF including goals, activities and outcomes

metrics for SIF fund, SIF programs areas and grantees (with input from consultants and SIF staff).

- Evaluate and revise SIF RFP and reporting templates when necessary.
- Develop a clear format for reporting regular progress towards goals in each funding area, state and for overall fund.
- Using evaluation data, regularly update SIF staff and funders on grantee and fund performance
- Incorporate data and benchmarking into Steering Committee presentations and reports

❑ Communications, Informational Materials and Data Visualization

- Oversee the development and editing of collateral - new donor materials, onboarding packets, timelines, SIF and NEO related collateral, including creating charts, infographics, PowerPoint presentations and reports, among other materials.
- Work with NEO's Director of Communications to identify opportunities for SIF contributions to NEO's media channels.

How to Apply

No calls, please. Interested applicants should send a resume, a cover letter with salary requirements to: jobs@neophilanthropy.org.

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.