

Four Freedoms Fund and Four Freedoms Action Fund Program Officer, Democracy

Background:

NEO Philanthropy is a 501(c)(3) public charity 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.

Four Freedoms Fund is a national funder collaborative that was launched by NEO Philanthropy in 2003. FFF strengthens the capacity of the immigrant justice movement to ensure all immigrants, regardless of immigration status, have dignity, power to shape change, and agency to determine the quality of their life, community, and future. To achieve this goal, FFF believes we need a robust and powerful infrastructure of organizations leading the transformation of our country's systems to be inclusive, fair and just, and grounded in racial, economic, and gender justice. FFF is a key partner to foundations and advocates strengthening the immigrant justice movement. Through sustained grantmaking, ongoing technical assistance to grantees, and funder education and coordination, FFF invests in the long-term growth and ability of the immigrant justice movement to thrive, respond to opportunities and threats, and win lasting justice.

Four Freedoms Action Fund is a funder collaborative hosted by Neo Philanthropy Action Fund, Inc. designed to accelerate and escalate the growing independent political power of the immigrant justice movement by investing 501(c)4 funds through organizational capacity building, policy advocacy and accountability, and strategic electoral campaigns in targeted states.

Position: NEO is seeking an experienced professional to serve as a Program Officer to the Four Freedoms Fund (FFF) and Four Freedoms Action Fund (FFAF) to help shape and execute a funding strategy aimed at strengthening the independent political power of the immigrant justice movement. The Program Officer will report to the Director of Democracy Initiatives.

Responsibilities:

- Strategic Analysis:*** Gather information and analyze the immigrant justice field's civic engagement and power building efforts to identify gaps and opportunities; stay abreast of developments in the civic engagement and democracy fields; and help with the development of grantmaking strategies

that are responsive to the current political and policy environment and grantee ecosystem.

- ❑ Grantmaking: Execute grantmaking strategy in furtherance of specific FFF and FFAF strategies, in collaboration with other staff members. This includes reviewing and assessing proposals and materials; conducting site visits/ due diligence on grantees; and preparing docket memos that summarize grantmaking decisions.
- ❑ Field Support: Help coordinate and implement technical assistance, capacity building, and/or other learning activities for grantees and partners. Maintain regular engagement with grantees to review opportunities, challenges and advances and encourage collaboration, learning, exchange and strategic partnerships.
- ❑ Fundraising/Donor Education: Assist with writing reports/proposals for existing and new potential funders. Participate in briefings, site visits and preparation of materials to educate FFF and other donors about developments in the field and lessons learned from FFF grantmaking.

Qualifications:

1. At least five years of professional experience working on civic engagement/voter engagement campaigns at the state level.
2. Recent experience with, knowledge of, and expertise with organizing, data, targeting, and communications strategies, tactics, and technologies.
3. Excellent interpersonal and relationship-building skills. Maturity and flexibility needed to establish linkages with allied program staff, donors, and a diverse range of community partners.
4. A deep understanding of the immigrant experience and a track record of working with diverse immigrant and low-income communities.
5. Fully embrace FFF's commitment to resource the work of the immigrant justice movement more equitably.
6. Superb written and verbal communication skills.
7. Alignment with culture and values. FFF's grantmaking program is team-based, with consensus-based decision-making that preserves the autonomy and agency of all team members to do their best work, but with responsibility to the whole team and accountability to the whole strategy. Demonstrated commitment to social and racial justice work and the goals and objectives of FFF and FFAF. Has the skills, temperament and/or experience working with a team that has members working remotely.
8. Willingness to travel frequently, 15-20% of time.
9. Strong project management skills.

Location:

NEO Philanthropy's offices are in New York City, however, FFF is open to hiring candidates based anywhere in the United States.

How to Apply: No calls, please. Interested applicants should send a resume, cover letter, writing sample, and a list of three references to: fffjobs@neophilanthropy.org.

Deadline for submission: Applications will be considered on a rolling basis. We hope to fill the position by end of January, 2021.

Salary : \$110,000 - \$140,000 depending on experience. Excellent benefits.

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.

Only those whose applications are being considered will be contacted.