



NEO PHILANTHROPY

DIRECTOR OF HUMAN RESOURCES

www.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.

The organization leads large-scale collaborative grantmaking funds on a range of social justice issues, provides fiscal sponsorship and management to projects and campaigns, manages donor advised funds, and develops organization and field-focused capacity building initiatives. NEO's staff are recognized leaders in their fields, bringing a deep bench of expertise, intellectual capital and practical experience to the work.

Facts & Figures:

NEO Philanthropy has over three decades of experience and longstanding relationships with hundreds of institutions, ranging from blue chip endowed foundations to volunteer-led grassroots projects.

Over the past five years alone, funders have used NEO as an intermediary to make nearly 1,400 grants totaling about \$115 million, to some 480 distinct groups in almost all 50 states.

Helping Organizations To Do Their Work:

NEO Philanthropy partners with the organizations it supports, not just funders. Donors and fiscally sponsored projects have access to an entire team of highly experienced NEO staff and to an array of services and expertise provided at a lower or more flexible cost than would be possible for these projects on their own.

The Fiscal Sponsorship program provides a dependable and consistent back-office function to projects so they can focus on critical program work. As part of that program, a dedicated and highly skilled staff also offers expert financial management and accounting including regular and transparent financial reporting so projects can make informed programmatic decisions. By strengthening the work of philanthropic institutions, nonprofit organizations and other public interest groups, NEO aims to fulfill its mission and create a world where people are treated with dignity, equity, fairness and respect. Providing partners with best-in-class services and keeping donors educated about the field allows the space for organizations to not only grow, but to thrive.



Helping Create Movements:

The movements for social justice operate at a fast – sometimes frenetic – pace, as organizations respond to ever-changing political environments. As a nimble and responsive intermediary, NEO helps institutional funders respond more quickly to emerging needs while upholding time-tested and diligent grant making processes. They go beyond the traditional “transactional” services and provide multipronged levels of support including rapid response support, leadership development, field building, fundraising and communications support, risk management and more. All of these capacity-building services nurture the sustainability and survival of the organizations with which they partner. By providing these wrap around services to donors and projects, they build the capacity of organizations and help build lasting movements.

The Role:

Location: New York, NY.

(Staff are working remotely through June 30, 2021, although they do have the option to work from the office upon request on a limited basis. In non-pandemic times, NEO has a hybrid work remote structure that allows staff to work remotely up to two days per week based on their preference.)

Reports to: Chief Operating Officer

Overview: NEO Philanthropy is seeking a highly skilled, collaborative and emotionally intelligent human resources professional to serve in this new position. The Director of Human Resources will be an integral part of NEO’s senior leadership and central operations team. The Director of Human Resources will supervise two full time staff members, as well as manage relationships with our other external HR partners. The ideal candidate is a strategic thinker and problem solver who is also willing to dive in and “do the work”. They are skilled at building relationships and working collaboratively across functions; developing an understanding of NEO’s service delivery model will be critical to being successful in this role.

Over the past two years, NEO Philanthropy has embarked on an internal DEI process to identify areas of growth and set priorities. The Director of Human Resources will be charged with implementing recommendations that have been identified through this process, as well as able to apply a DEI lens to all current and future HR decision making. Doing this work requires a commitment to social justice, a deep understanding of the DEI field, and a willingness to both give and receive feedback. Additionally, the HR team has experienced significant growth in a short period of time, so the ideal candidate would be an experienced manager who is adept at building team culture and best practices.



Key Responsibilities:

Strategy and Vision:

- In collaboration with the COO, develop a vision for NEO's HR Department to ensure that its policies, practices and programs are in alignment with NEO's values and advancing its social justice mission
- Develop strategic goals for the HR department that advance the organizational goals and priorities on both a short term (annual) and long term (multi-year) basis
- Create work plans to achieve the department's stated goals in collaboration with the rest of the HR team and other key stakeholders to ensure accountability and direction
- Ensure that NEO's HR function is offering benefits, policies and programs that are competitive within the field, serve the needs of the full spectrum of its stakeholders, are consistent with NEO's DEI priorities, and reflect NEO's values and mission

HR Operations & Policies:

- Oversee the management of all HR-related systems to ensure that functionality is optimized and accessible for all staff, as well as ensuring that data is maintained through regular health checks
- Manage relationships and contracts with external HR vendors to ensure high quality services for the department with an eye towards balancing cost and benefit for the organization
- Ensure that HR systems serve the HR function and NEO staff with respect to transparency in communications, accountability, efficiency and efficacy
- Stay abreast of federal, state and local statutes and laws and ensure that NEO remains in compliance, including but not limited to FMLA, ADA, OSHA and sexual harassment
- Ensure that NEO's HR policies are comprehensive, based on the needs of the organization, and that those policies are in alignment with our values in advancing our equity priorities
- Oversee the revision of the NEO Employee Handbook and ensure that the content is maintained on an ongoing basis
- In conjunction with COO, regularly evaluate the full package of benefits, ensuring that it is competitive and appropriate for the organization while also advancing commitment to equity

Diversity, Equity & Inclusion:

- Continue to lead an internal DEI process to identify areas of growth and set priorities
- Implement recommendations that have been identified through this process, to-date
- Apply a DEI lens to all current and future HR decision making

People Management & Collaboration:

- Supervise HR staff members, including day-to-day management, drafting and maintaining job descriptions performance management and professional development and mentorship
- Support the HR staff in identifying and achieving professional development goals in alignment with their career path aspirations
- Manage all HR staff transitions, including training, planning and general knowledge transfer

- Articulate a clear vision of the staffing structure of the HR Department and ensure that we are adequately staffed to achieve department and organizational goals
- Ensure timely, consistent and clear communication throughout the department with regard to HR policies, practices and their implementation
- Build and maintain relationships with program and operational departments through regular engagement and responsive communication
- Serve as a resource and thought partner to other NEO Central departments on critical staffing issues, particularly performance management, staffing/recruitment and compensation

Employee Engagement & Culture Building:

- In conjunction with COO, create and implement employee engagement and recognition programs that reflect NEO's values and enhance its internal culture
- Create and maintain organizational training materials for staff and supervisors related to NEO Central onboarding and benefits
- Identify professional development needs and coordinate/implement training opportunities for staff to meet those needs

Compensation:

- Support the COO and other NEO Central senior leaders in compensation analyses and make recommendations for salary changes, as needed
- Ensure that NEO's compensation strategy and salary bands promote internal equity, transparency and competitiveness
- Ensure that NEO's compensation philosophy is revisited on a regular and recurring basis
- As needed, work with COO to prepare compensation reports for NEO's board of directors
- Serve as a resource to NEO's projects on compensation strategies and decisions for their teams
- Maintain a resource library of compensation surveys and documents for internal stakeholders

Performance Management and Employee Relations:

- Oversee the strategy and implementation of the annual formal performance evaluation process for all NEO Central staff, as well as the midyear informal review process
- Collaborate with supervisors to identify strategies to recognize and retain high performers
- Serve as a resource to supervisors with regard to performance management and disciplinary action and escalate to COO, as necessary
- Work with COO on employee relations issues for both NEO Central and project staff, including performance issues and staff grievances
- Serve as primary point of contact for NEO's projects with regard to managing employee relations and employee performance and addressing performance issues
- Work with COO and Legal Counsel to facilitate and coordinate process around involuntary staff terminations
- Serve as lead on any 360 performance evaluations for NEO Central senior leadership with the support of external consultants
- Collaborate with and support NEO's board to complete an annual evaluation and compensation review process for the President



Capacity Building:

- For NEO Central hires: provide guidance to hiring lead regarding recruitment process, serve as resource for title and salary decisions for new hires, and review/edit job descriptions as needed
- Serve as a thought partner to NEO's projects on HR-related strategy, including but not limited to staffing structure, recruitment and hiring, culture building, compensation, etc.
- As needed, work with the Advisory Boards of our fiscally sponsored and donor services projects to address HR-related functions, including ED performance evaluations and compensation decisions
- Oversee the development of resources for NEO's projects and their staff around HR policies and practices as well as skills development

NEO Program Responsibilities:

- Work with NEO leadership to identify HR risks and opportunities at the institutional level
- Work closely with Communications team to develop communication and dissemination strategies around HR policies

The Individual:

Experience:

- Bachelor's degree in a related field
- Minimum of 8 to 10 years of relevant experience within the HR function, and at least 3 years in a leadership or supervisory capacity
- Thorough knowledge of HR compliance and US employment law
- Experience in an organization that has employees working across multiple locations

Skills & Personal Qualities:

- Demonstrated commitment to NEO's mission and values
- Deep commitment to equity and inclusion work
- Ability to move easily between focusing on implementation and big picture strategy
- High level of emotional intelligence and ability to maintain tact and confidentiality at all times
- 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 and diverse groups of people and customers



Compensation

- Salary range for this position is \$140,000-\$160,000, depending on experience. NEO provides generous benefits, including health insurance, 401k and paid time off

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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.

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If you or someone in your network is interested in exploring this opportunity,
please submit a cover letter and resume to:

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