

## **Four Freedoms Fund Program Assistant**

### **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.

### **Position:**

FFF is seeking a full-time Program Assistant based out of NEO's New York City office to assist with FFF grants administration, data entry and management, research, and staff and program support. Applicants should be able to maintain and track large amounts of information, be organized and detail oriented, and have strong communication skills. The Program Assistant will report to the Grants and Operations Manager and work closely with a highly collaborative team.

### **Responsibilities:**

Responsibilities will include but are not limited to:

- **Administrative and Systems Support:** Assisting FFF staff with operational support, file management and other administrative tasks, such as, assisting with scheduling, data entry, sending mailings and communicating with grantees. Program Assistant may also provide event planning support when it resumes, estimated late fall 2021.
- **Finance Administration:** Preparing, processing and tracking payments, including payments of grants, invoices, and reimbursements.
- **Grants Administration:** Work in coordination with FFF staff, to ensure timely and accurate grantmaking. This includes collecting grant proposals and reports, drafting materials,

processing grant disbursements, tracking grant progress. Adding and updating information in our grants management database, Salesforce, and running reports as needed.

- updating our online grants management database, Salesforce.
- **Data support and management:** Tracking and organizing data including organizing and collecting grantmaking data; creating surveys and reporting templates for data collection processes; creating quantitative data reports.

### **Qualifications:**

- Passion for immigrant, social and racial justice is strongly desired.
- Proficient with Microsoft Suite (Word, Outlook, Excel, PowerPoint) and communication programs (Zoom, Slack). Familiarity with Salesforce a plus.
- Knowledge of data management and analysis useful, but not required.
- Ability to manage processes, methodical about following procedures, attention to detail and diligent about tracking and keeping systems up to date.
- Excellent oral and written communication skills.
- Ability to work and communicate collaboratively as part of a remote team.
- Ability to juggle multiple assignments, manage time effectively, and execute tasks with consistency and accuracy all while working in a fast-paced environment.
- Willingness to travel on occasion – though we do not anticipate the need to travel in 2021.

**Location:** NEO Philanthropy's offices are in New York City, however, as a result of COVID-19, the NEO/ FFF staff are working fully remote through June 30<sup>th</sup>, 2021. Once all staff are back in the office, NEO HQ has a hybrid work remote structure that allows staff to work remotely up to two days per week based on their preference.

**How to Apply:** No calls, please. Interested applicants should send a resume, cover letter, and a list of three references to: [FFFApplications@neophilanthropy.org](mailto:FFFApplications@neophilanthropy.org)

**Deadline for submission:** February 26, 2021.

**Salary:** \$45,000/year. 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.