

## **Manager of Institutional Planning Operations**

### **Overview:**

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. 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.

### **Position:**

NEO Philanthropy is seeking a highly organized, emotionally intelligent project management professional to support our organizational development (OD) efforts. Over the next 18-24 months, we will be engaged in several critical OD processes- strategic visioning, DEI (Diversity, Equity, & Inclusion), and board governance. Some of these efforts will be new and some- like our DEI work- is ongoing. NEO's executive leadership team is deeply committed to the success of these initiatives and the Manager of Institutional Planning will be critical to ensuring strong communication, participation and execution. NEO is committed to sustaining this position for a minimum of 24 months with the possibility of extension depending on future work and available resources. This position will report directly to the Chief Operating Officer but will also work closely with the President and the Chief Financial Officer.

### **Working Arrangements:**

NEO Philanthropy has its headquarters in NYC and the other members of the Operations team are based in that office. As a result of COVID-19, the NEO Central staff are working fully remote through Tuesday, September 7<sup>th</sup>, 2021 (Labor Day) although staff do have the option to work from the office upon request on a limited basis. In non-pandemic times, NEO HQ has a hybrid work remote structure that allows staff to work remotely up to two days per week based on their preference.

### **Responsibilities:**

- Drive project planning and develop key program deliverables for NEO's organizational development processes.
- Develop and manage a communications plan to ensure transparency and accountability across NEO departments.
- Ensure that multiple departments across NEO meet timelines and deliverables effectively and efficiently, including collaborating with departments to identify obstacles and necessary resources.
- Determine process benchmarks, and track, monitor and measure progress and outcomes.
- Coordinate and prepare comprehensive executive-level insights and analysis in advance of key meetings.
- Develop, analyze, and present findings in response to the Executive team.
- Support cross-department coordination on divisional efforts.
- Overall process support including leading meetings, documenting program deliverables and follow-ups.
- Collaborate with NEO staff and consultants through our DEI (diversity, equity and inclusion) committees to ensure that our planning processes advance NEO's commitment to racial justice.
- Support the Executive team in maintaining the visibility of organizational development processes and initiatives with the staff, board & stakeholders.

- Serve as a resource and capacity builder to other departments as they develop project plans for their own internal efforts.

**Desired qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Experience managing complex projects across departments or functions
2. Demonstrated project management skills required
3. Project management certification strongly preferred
4. Excellent verbal and written communication skills
5. Strong problem solving and analytical skills
6. Ability to perform in high pressure, fast-paced situations
7. Exceptional attention to detail and highly organized
8. Strong relationship management skills
9. Ability to work across functional disciplines and with all levels of the organization
10. Ability to analyze / synthesize large amounts of information and present findings to senior audiences in a succinct and concise way
11. Superior PowerPoint, Excel, and general MS Office skills
12. Strong knowledge of project management tools
13. Organizational strategy background a plus

**Compensation**

Salary range for this position is \$75,000 to \$85,000 per year, depending on experience. NEO provides generous benefits, which includes medical, dental, vision, life, long term disability, and pet insurance. We also administer FSA, Commuter benefit, and 401k retirement plans and have generous Paid Time Off and an Employee Assistance Program (EAP).

**How to Apply:**

Interested applicants should send an application that includes a resume and cover letter to:

jobs@neophilanthropy.org. Please include "Manager of Institutional Planning – [your name]" in the subject of your email. No phone calls please.

**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.