

**Senior Manager or Assistant Director of Grants Management & Compliance
Finance & 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 is willing to consider a wider ranges of experience levels for this role in an effort to find the right combination of skills; the person in this role could serve as either a Senior Manager or an Assistant Director depending on their experience. Compensation and job responsibilities will be adjusted to reflect the level of the position. Reporting to the Chief Financial Officer (CFO), the Assistant Director (or Senior Manager) of Grants Management and Compliance is responsible for overseeing and coordinating the grants process across NEO for both incoming and outgoing grants.

The main responsibilities of this position include: coordinating grant processing efforts with program departments, gathering accurate data, ensuring the proper implementation of all grant compliance policies and procedures through appropriate coordination and information dissemination, assistance with proposal and report preparation and submission, and the maintenance/enhancement of the donor and grant management database (Salesforce). This position will lead efforts to ensure that NEO's grant-making practices are aligned with our values and commitment to advancing diversity, equity and inclusion through philanthropy, as well as serve as a resource to their colleagues across the organization with respect to best practices in grant-making.

This position will be highly engaged with NEO's programs (collaborative fund, donor services, and fiscal sponsorship), operations, and legal teams. It will require exceptional interpersonal and organizational skills with strong collaboration across programs and functions. This position will also work closely with the FP&A (Financial Planning & Analysis) and Accounting teams in the Finance department.

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 7th, 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:

Grants management and operations (incoming & outgoing)

- Serve as a primary contact to manage and coordinate NEO's organizational level proposal materials for programs.
- Ensure that all grant-related materials are gathered and provided to internal program staff in advance of deadlines by working with appropriate teams.
- Ensure that NEO's organizational narratives are updated and provide a consistent NEO "voice" for proposals and reports.
- Provide support to NEO's grant-making funds and projects with grant reports and application templates.

- Working with the FP&A team, develop templates for more streamlined and consistent programmatic narratives, financial reports, and other related forms for grantees.
- Serve as a point of contact to streamline NEO's internal grant-making processes, working with various departments.
- Work with internal staff and/or grantees to resolve questions or issues.

Support in compliance and due diligence

- In partnership with NEO's program departments, review grant agreements, evaluate terms and conditions for risks, and solicit and document feedback from departments and legal for input into the process.
- Working with NEO's legal team, based on review and knowledge of compliance and regulations, raise concerns and ensure follow through on resolutions as needed.
- Provide direction and guidance on due diligence and compliance, review procedures to ensure adherence to federal and state legal requirements, as well as grant management best practices, for all grants proposals and approved grants, and for all grantee reporting.
- Identify, develop, implement, and communicate appropriate compliance policies and procedures and to assess potential risks.
- Continually stay abreast of new developments in grant management best practices.

Systems and policies for grant management effectiveness

- Working with NEO's Operations team, serves as an internal expert and power user of NEO's grant management system (Salesforce), including:
 - Ensure with program departments that all grant-related records in Salesforce are entered consistently and accurately.
 - Gather impact/key performance data to generate reports or visual materials for major proposals and special requests.
- Evaluate, improve and enhance grant management workflows through optimizing the capability of Salesforce.
- Lead/coordinate efforts to build the efficient flow of grants through their lifecycles, ensuring proposal and reporting compliance, adherence to grant agreements.
- Develop and maintain all related policies and procedures to support NEO's grant processes.

DEI (Diversity Inclusion & Equity) in grant-making

- Ensure that NEO's grant-making process and practices are aligned with our values and reflect our commitment to advancing DEI principles into our programmatic work.
- Develop and implement policies, best practices, resources and tools to ensure that NEO's grants are made with a DEI lens, in collaboration with NEO's DEI team.

Other Responsibilities

- Identify and develop training and professional development resources around best practices in grant-making for NEO staff.
- Establish and maintain a strong working relationship with the finance and program staff.
- Working with the FP&A (Financial Planning & Analysis) & Accounting teams, reconcile all grants recorded in the finance system with the records in Salesforce.
- Other duties, or special projects as assigned by the CFO.

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. Bachelor's degree required.
2. Master's degree in related field or equivalent experience preferred.

3. At least 5 to 7 years of grants management experience with a deep understanding of grants processes and related financial and compliance issues.
4. Knowledge and experience with grants management system required. Salesforce experience highly preferred.
5. Extensive knowledge of non-profit organizations. Experience with understanding of fiscal sponsorship model preferred.
6. Ability to develop and implement complex projects, preferably within a non-profit organization or philanthropic institution.
7. Excellent written and verbal communication skills, with a proven ability to present material in an understandable manner.
8. Excellent interpersonal and relationship-building skills and proven ability to work effectively across multiple roles with diverse groups of people.
9. Ability to work on multiple projects successfully and tolerance for work under pressure.
10. Diplomatic, problem solving, meeting facilitation, negotiation, and conflict resolution skills.

Compensation:

Compensation for this role will vary depending on the experience of the candidate and resulting title. The salary range for this position is \$85,000 to \$100,000 per year for a Senior Manager or \$100,000 to \$110,000 per year for an Assistant Director. 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 “Grants Mgt – [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.