



## **Grant Operations & Impact Coordinator**

### **Finance & Infrastructure Department | Grant Operations & Impact Team**

#### **Overview:**

NEO Philanthropy is a trusted bridge between funders and movement-building organizations in the U.S. As a 501(c)(3) public charity and philanthropic intermediary with a 40-year track record of providing critical infrastructure to a wide range of progressive social justice movements, NEO Philanthropy continues to deliver tailor-made support and innovative solutions in service of equity and justice.

NEO's three-pronged, field-focused programmatic approach consists of its Flagship Collaborative Funds, Project Partnerships, and Strategic Partnership Programs teams. Learn more about NEO's legacy, and its strategy and approach, at <https://neophilanthropy.org/about/>.

#### **Position:**

Reporting to the Assistant Director of Grant Operations & Impact (AD of GO&I), the Grant Operations & Impact Coordinator will be an integral member of the Grants Operations & Impact (GO&I) team within the Finance and Infrastructure Department.

This role will assist the AD of GO&I in overseeing and coordinating the grants process across NEO for both incoming and outgoing grants, as well as supporting the launch of a new NEO initiative to measure impact. This position will be highly engaged with NEO's various teams and departments, including Salesforce operations, collaborative funds, project partnerships, strategic partnerships, operations, and legal teams. It will require exceptional interpersonal and organizational skills, as well as solid collaboration across programs and functions.

This role will proactively identify and execute ideas to improve operations and streamline NEO's grant-making processes. The ideal candidate should have knowledge of Salesforce as well as a strong understanding of systems and processes, and how they impact workflow.

#### **Location:**

NEO Philanthropy has its headquarters in NYC and the Finance and Infrastructure department is located in that office. NEO HQ has a hybrid work remote structure based on job function. It is our expectation that this role will be able to be fully remote with in-person meetings required 4-5 times per year; however, staff will have the option to select a partially or fully in-office schedule if they are based in NYC. This role will be expected to be available during the working hours 10 a.m. – 4 p.m. EST to provide support.

#### **Responsibilities:**

##### Grants management and operations (incoming & outgoing)

- Manage and coordinate NEO's organizational-level proposal materials for programs.
- Ensure that the organizational proposal materials are up-to-date, accurately reflect the information, and are well-organized through NEO's Resource Hub and Dropbox.

- Manage the responses to the questions or inquiries from various funders in collaboration with the program, legal, and other operational and compliance teams.
- In partnership with various departments, help to streamline NEO's grant-making processes and maintain various grantmaking templates in Salesforce (NEO's Grant Management System, GMS).
- Work with NEO's Central Staff to resolve questions or issues around grant-making compliance and policies.
- In partnership with the legal & operations team, help to organize and facilitate grant-making compliance training.
- Assist with creating templates for the grantmaking process in Form Assembly and integrating them with Salesforce, including troubleshooting related issues.
- Serve as a core member of the Compliance Review Team, supporting due diligence reviews for Yellow- and Red-tier grants, conducting spot checks on lower-risk grants, and helping assess risk tier assignments in collaboration with program teams.
- Conduct document reviews for grantee due diligence, including IRS letters, financial documents (e.g., 990s, audited financial statements), and organizational budgets for higher-risk grants, ensuring completeness and alignment with NEO's institutional standards based on grantee classification and risk level.
- Ensure accurate upload and organization of compliance documents in Salesforce, and support the implementation of standardized review workflows.

#### Systems & Infrastructure

- Become a super-user of Salesforce and be comfortable with the third-party applications integrated with Salesforce, such as DocuSign, Apsona, and Form Assembly.
- Serve as a NEO's Salesforce Team member and participate in NEO's Salesforce-related initiatives.
- Contribute to enhancing grant-making workflows by optimizing Salesforce's capability.
- Help to develop and maintain all related policies and procedures to support NEO's grant processes.

#### Impact work

- Working with the AD of GO&I, provide support to implement system functionalities that allow NEO to collect and monitor impact data.
- Organize various inquiries and questions from departments and incorporate them into the organization-wide impact work.
- Provide support to maintain various impact reports, dashboard data, and other related tasks.

#### **Qualifications:**

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The qualifications 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.

- Bachelor's degree required;
- Mission-driven and passionate about social justice and nonprofit work;
- At least 2-4 years of grants management experience with an understanding of grants processes and related financial and compliance issues must;
- Knowledge and experience with GMS required;
- Knowledge and understanding of philanthropy, nonprofits, or fiscal sponsorship model;
- Salesforce experience highly preferred;

- Program management and organizing skills required;
- Diplomatic, problem-solving, meeting facilitation, negotiation, and conflict resolution skills;
- Excellent written and verbal communication skills, with a proven ability to present material in an understandable manner;
- Excellent interpersonal and relationship-building skills and proven ability to work effectively across multiple roles with diverse groups of people; and
- Demonstrated ability to meet deadlines, handle and prioritize simultaneous requests, and manage laterally and upwards.

**Compensation:**

The salary range for this position is \$68,000 - \$75,000 per year commensurate with experience. NEO provides generous benefits, which include medical, dental, vision, life, long-term disability, and pet insurance. We also administer FSA, commuter benefits, and 401k retirement plans and have generous Paid Time Off and an Employee Assistance Program (EAP).

**Position Basis:** Full-Time, overtime-exempt

**How to Apply:**

Interested applicants should apply [here](#). Please include a resume and cover letter for consideration. Applications submitted by September 12, 2025, will be considered. Only those whose applications are being considered will be contacted. 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.