

Community Umbrella Program Manager

Job Description: NEON is seeking a manager-level candidate to help us launch and operate a new program to provide fiscal sponsorship to community projects and other organizations that do not have a 501(c)3 designation. The NEON Community Umbrella Program will support a variety of community projects in Union, Baker, and Wallowa counties with fiscal management, grantwriting assistance, and organizational development mentorship. This position will also support several programs currently sponsored by NEON, including supervising and mentoring two entry-level NEON employees assigned to sponsored programs.

Compensation: \$55,203 to \$57,200 per year, set by NEON's standardized compensation scale. This salaried position is 40 hours a week with full benefits. NEON offers employee health, dental, life insurance, Employee Assistance Program, retirement match, a flexible work schedule, professional development, and wellness incentives (90 minutes paid activity or wellness time per week as part of a 40-hour schedule).

Work Location: It is preferred that this position work out of our La Grande office, though some remote work may be possible depending on the person hired. Personal vehicle required, with mileage reimbursed at the federal rate. The NEON office is family-friendly and NEON strives to provide a flexible and supportive work environment.

Qualifications/Prior Experience: Candidates should have at least 5 years of experience in progressively responsible nonprofit roles. The ideal candidate will have experience with grantwriting and budgeting, as well as familiarity with nonprofit practices and common challenges. Supervisory experience is strongly preferred. A Master's degree is preferred but not required.

Duties Include:

- In the first six months, a significant portion of the position will researching and creating policies and procedures to formalize the program and ensure that it can be operated legally and in a streamlined way that best serves both NEON and community projects.
- Complete community outreach for the program, including making presentations to community partners and potential funders for both NEON and sponsored projects.
- Help startup projects make connections with funding resources and complete grant applications and required reporting throughout the grant cycle.
- Provide organizational mentorship and development advice to startup community projects and those seeking independent nonprofit status.
- Provide administrative support to projects, such as purchasing and expense reporting.
- Assist with grantwriting and grants management to fund Umbrella Program operations.
- Ensure that programs entering the Umbrella Program are chosen fairly and equitably, and that the program is gathering input from diverse local communities.
- Provide supervision and support to entry-level employees assigned to sponsored projects. Support and problem-solving help will be provided by director-level staff.
- Track and monitor program metrics, and help projects choose and track their progress.
- Depending upon the interest and skills of the person hired, the employee may support consulting and training programs at NEON that serve non-sponsored organizations.

Technology Applications:

- Strong experience with Microsoft Word, Excel, PowerPoint, and other business tools
- Comfort with distance technologies, including Zoom and other web meeting platforms, including making presentations
- Ability to learn new systems quickly and teach basic technology skills to others

Interested individuals should submit a current resume and cover letter that addresses the qualifications and experience above to Liberty Avila at lavila@neonoregon.org. The position will be open until it is filled.