



## **Assistant to Chief of Staff**

The National Immigration Forum (the Forum) advocates for the value of immigrants and immigration to the nation.

Founded in 1982, the Forum plays a leading role in the national debate about immigration, knitting together innovative alliances across diverse faith, law enforcement, veterans and business constituencies in communities across the country. Coming together under the Forum's leadership, these alliances develop and execute legislative and administrative policy positions and advocacy strategies.

Leveraging our policy, advocacy and communications expertise, the Forum works for comprehensive immigration sound border security policies, balanced enforcement of immigration laws and ensuring that new Americans have the opportunities, skills, and status to reach their full potential.

Visit our website at <http://www.immigrationforum.org> for detailed information about the Forum.

Reports to: **Chief of Staff**

This position will work with the Chief of Staff on a variety of projects. This position will also work across all teams to coordinate logistics of major Forum events and provide support to the Development department when needed. The successful candidate must have strong organizational and writing skills and be extremely detail oriented.

Responsibilities:

- Manage the Chief of Staff's calendar including accurate scheduling and re-arranging appointments as needed to accommodate changing schedules
- Prepare travel expense reports, credit card expense reconciliations and expense reimbursement requests for the Chief of Staff
- Plan and implement a variety of Forum events
- Be internal and external point of for major Forum events including speaker and participant outreach and staff updates
- Work with arranged budgets and provide periodic progress reports to relevant senior staff director for each event
- Research, make site visits, and assist with location decisions
- Assist with negotiations for space contracts, arrange food and beverage, order supplies, equipment and signage, awards and organize entertainment
- Prepare nametags, materials, notebooks, packages, gift bags and registration lists
- Assist with day of coordination logistics such as set-up and clean-up

- Conduct pre- and post -event evaluations and report on outcomes
- Provide logistical and administrative support for donor cultivation
- Assist in individual and foundation donor prospect research and assembling of stewardship materials
- Attend and record weekly development check-in discussions
- Help maintain donor files and records in the Forum database, *Salesforce*
- Assist with direct mail campaigns, including managing the process with mail house and print shops
- Process check and online contributions;
- Assist with annual fund appeals and email communications with donors, including concept, drafting, managing review process and production
- Prepare travel expense reports, credit card expense reconciliations and expense reimbursement requests for the Development department
- Perform other duties as needed

**Education:** Undergraduate degree or equivalent required.

**Required Experience and Qualifications:**

- One to three years of progressive experience related to events coordination
- Strong project management skills
- Strong writing and editing skills
- Demonstrated ability to organize, prioritize, and complete work independently
- Must be a self-starter with flexibility, good judgment, attention to detail, and the ability and flexibility to take on a wide range of tasks
- Requires great people skills and the ability to function in a position that provides support in fast paced environment
- Good knowledge of office support functions including database management
- Strong computer skills, including advanced knowledge of *Microsoft Outlook, Word and Excel*

**Preferred Experience and Qualifications:**

Preference will be given to candidates with one or more of the following qualifications:

- Knowledge of *Salesforce* software strongly preferred
- Non-profit experience
- Experience in the areas of executive level support and development.

The National Immigration Forum offers a very competitive salary and benefits package, including health and dental insurance. The Forum is an equal opportunity employer and women, people of color and ethnic minorities are strongly encouraged to apply.

To apply: Please send a resume, cover letter, writing sample and salary requirements to [resume@immigrationforum.org](mailto:resume@immigrationforum.org) and include “Assistant to Chief of Staff” in the subject line. **Applications submitted without the required information will not be considered.**