



**NATIONAL  
IMMIGRATION  
FORUM**

**Field Director**

The National Immigration Forum works to promote responsible immigration policies — ones that honor our Founding Fathers' commitment to an open society and also address today's economic and national security needs.

Founded in 1982, the Forum plays a leading role in the national debate about immigration, knitting together innovative alliances across diverse faith, labor, immigrant, non-immigrant 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, education and communications expertise, the Forum works for comprehensive immigration reform and also engages in day-to-day problems related to civil rights, border security, deportation, naturalization and integration, and family unity.

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

**Title: Field Director**

**Reports to: Executive Director with Deputy Director and Strategic Advisor**

**Position Summary and Responsibilities:**

The National Immigration Forum's Field Director position is an exciting opportunity for a motivated professional to support the Forum's leadership role in further development and execution of a multi-constituency, multi-ethnic local/national strategy to pass policies that value immigrants and immigration to the nation.

**Responsibilities:**

- Lead and manage constituency engagement projects and partner coalitions, including Bibles, Badges and Business for Immigration Reform (BBB), Veterans for Immigration Reform, the Law Enforcement Immigration Task Force and the Evangelical Immigration Table.

- Facilitate coordination, implementation and internal communication of work across the Forum's constituency work, including connecting policy and advocacy staff and communications staff to appropriate constituents to broaden the support of advocacy priorities.
- Directly supervise Constituencies staff and consultants to ensure the success of constituency outreach projects, including leading consultants and staff in driving faith, law enforcement, veterans and business engagement. Constituencies staff supervised includes Constituencies Assistant. Off-site consultants supervised includes 5 regional BBB field consultants a veterans consultant and a law enforcement consultant.
- Work with directors of communication and policy to ensure integration of strategies and maximum impact.
- Manage large scale events including coordinating staff and consultants in logistics, communications, outreach, speaker preparation and messaging.
- Navigate coalitions to maintain positive relationships with network partners and allies.
- Create measures of success in all aspects of constituencies work.
- Assist development staff with proposals, programmatic information, reports, and summaries of work; attend meetings with funders as requested.
- Serve as a member of the Forum's Senior Staff team to help coordinate and lead work across the organization.

**Education:** Bachelor's Degree required; advanced degree preferred.

**Experience and Qualifications:**

At least seven to ten years of experience in immigration or building and maintaining alliances with a variety of constituencies. Experience with development, execution and coordination of advocacy campaigns required. Knowledge of the legislative and administrative advocacy processes is required. Experience supervising professional level staff and managing a department budget is required. Fluency in a language other than English is preferred. This position requires strong writing, organization and communication skills and the ability to work with diverse organizations and individuals. Must exercise good judgment. The position also requires ability to work in a fast-paced environment, the ability to multi-task, to handle both programmatic and administrative responsibilities, and to prioritize tasks effectively and judiciously. The position demands a commitment to the values and mission of the organization and ability to communicate an inspired vision or sense of core purpose.

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

Candidates are encouraged to apply on or before February 27, 2015; however, the position will remain open until filled.

Please send cover letter, resume and salary requirements to:

[resume@immigrationforum.org](mailto:resume@immigrationforum.org) and include "**Field Director**" in the subject line.