



**NATIONAL
IMMIGRATION
FORUM**

Field Director

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.

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, 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, and the Law Enforcement Immigration Task Force
- Facilitate coordination, implementation and internal communication of work across the Forum's constituency strategies, including connecting policy & advocacy 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
- Work with Directors of Communication and Policy & Advocacy 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
- Engage existing partners and develop relationships with new allies (specifically among politically center-right stakeholders)
- 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

Required Experience and Qualifications:

- At least seven to ten years of experience in building and maintaining alliances with a variety of constituencies
- Experience with development, execution and coordination of advocacy campaigns
- Knowledge of the legislative and administrative advocacy processes
- Experience supervising professional level staff and managing a department budget
- Strong writing, organization and communication skills
- Ability to work in a fast-paced environment and to multi-task
- Ability to work with politically diverse organizations and individuals
- Ability to prioritize tasks effectively and judiciously
- Ability to communicate an inspired vision or sense of core purpose
- Must exercise good judgment
- A commitment to the values and mission of the organization

Preferred Experience and Qualifications

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

- Experience in immigration
- Building and maintaining alliances with conservative and/or moderate constituencies
- Building and maintaining alliances with faith communities
- Fluency in a language other than English

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 July 15, 2015; however, the position will remain open until filled.

Please send cover letter, resume and salary requirements to:
resume@immigrationforum.org and include “**Field Director**” in the subject line.