



**NATIONAL  
IMMIGRATION  
FORUM**

**Consultant**

**Veterans for New Americans Coordinator, Bibles, Badges & Business**

The National Immigration Forum (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, 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.

The National Immigration Forum is retaining a coordinator to organize the Veterans for New Americans (V4NA) constituency. This contracted role focuses on organizing conservative and moderate veterans in key regions within the U.S. to engage in constructive conversations about and advocate for immigration reform.

Consulting contract will begin on April 18 – December 31, 2016, with option for extension.

The Veterans for New Americans Coordinator will:

- Run day-to-day operations in coordination with the Forum's Field Director, the Bibles, Badges and Business (BBB) Campaign Manager, and V4NA Co-chairs;
- Lead and manage growth of veterans networks at the state and national level through at least 3 local events and one national fly-in;
- Assist in building out digital and social media efforts of veterans networks;
- Study and learn both basic concepts and important details of the campaign and field objectives;
- Implement the national campaign plan in the target states and tailor the plan to fit the needs of each state;
- Determine who are key leaders and elected officials; educate them and those who influence them about goals and objectives of the campaign;
- Approach and organize partner non-profit organizations and businesses on grassroots and grassroots levels to become involved in the campaign;
- Coordinate efforts with other veterans and immigration organizations;
- Utilize our existing network of connections in the business, faith and law enforcement communities to reach their counterparts in other states and build and nurture those relationships in order to educate them on the benefits of immigration and convince them to support the campaign and enable them and others to take action;

- Facilitate organization of field activities, educational presentations, and lobby days in line with national goals and strategies;
- Create and plan annual awards dinner for most outstanding immigrant veteran serving our nation;
- Policy analysis and advising as needed on national immigration reform proposals;
- Monthly reporting and documentation of progress on all activities in relation to metrics goals

**Statement of Work for Veterans for New Americans Coordinator:**

Consultant will perform the following services for Client:

Between April 15 and December 31, 2016 consultant will meet the following metrics:

- Serve as organizer and facilitator of the Veterans for New Americans (V4NA). This includes running meetings of the group, leading on outreach to veterans, setting agendas, and recommending strategic direction for the effort.
- Coordinate the network of veterans in relations to the larger Bibles, Badges and Business (BBB) campaign. This includes keeping a database of contacts and what they are willing to do: provide quotes, attend events, sign letters, and make calls at key moments to legislators.
- Serve as primary point of contact for V4NA, providing them regular outreach and updates.
- Conduct significant outreach to veterans to secure their participation in the V4R, with a goal of at least 15 high-level officials representing each military branch by December 2016.
- Coordinate and staff quarterly meetings of V4NA.
- Coordinate and staff V4NA re-launch event in May/June 2016.
- Coordinate with BBB regional organizers to help them with relationships with veterans in their regions, and to share information on potential new V4NA members from these regions.
- Engage V4NA leaders to:
  - Make calls at key moments to their legislators;
  - Provide quotes for press releases;
  - Participate in press events or press telephonics.
- Engage those veterans who are supportive of executive action
- Assist with integrating V4NA into National Immigration Forum's I2020 Agenda.
- Assist in wrangling of veteran speakers for telephonic press conferences.
- Participate in weekly calls with BBB field director, BBB campaign manager and other pertinent parties.

**Preferred Experience and Qualifications:**

- Bachelor's degree required
- Must be able to work independently and with limited supervision
- Must be passionate about seeking just, compassionate immigration policies, including respect for the rule of law, revisions to the visa system to meet the needs of employers, and an earned process by which undocumented immigrants could become U.S. citizens

- Ideal candidate will live within the focus regions of the Midwest, Mountain West, South Central (Texas, Oklahoma and Arkansas) or Southeast, with a history of faith, law enforcement and/or business relationships in one or more of those regions
- Ideal candidate will have significant pre-existing relational networks within the veterans/military sphere
- Must be able to winsomely and persuasively interact with an ethnically and denominationally diverse range of evangelical Christians in the focus region
- Preference for applicants who are racial or ethnic minorities and/or have personally lived the immigrant experience or who come from ethnic communities most impacted by immigration policy.
- Experience with political advocacy, community organizing, and/or service to immigrants strongly preferred
- Written and spoken fluency in English is required; competency in Spanish very helpful

Candidates are encouraged to apply on or before April 15, 2016; 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 **“Veterans for New Americans Coordinator”** in the subject line.