



### 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.

Title: Chief of Staff

Reports to: Executive Director

#### Position Summary and Responsibilities:

The National Immigration Forum's Chief of Staff position is an exciting opportunity for a motivated, experienced professional to play a critical role in supporting the Forum's executive and senior staff. As a key member of the team the Chief of Staff will serve as decision maker in the Executive Director's absence. The Chief of Staff will ensure smooth internal operations across all departments, be a sounding board for staff members and manage internal processes and approvals with a low-key diplomatic style.

### Key duties will include:

- Direct the operations and manage the flow of communications across Senior Staff team, serving as the Executive Director's liaison to various Forum departments to ensure that key issues are proactively addressed.
- Serve as a member of the Forum's senior staff and executive team and help drive the formulation and implementation of internal policies and strategies to meet the vision and goals of the organization.
- Provide leadership to maintain credibility, trust and support between departments and executive team.
- Manage internal processes and approvals.
- Serve as a sounding board for all staff members; provide an extra pair of eyes and ears on new ideas and address opportunities and challenges identified by staff.
- With the Executive Director and executive team, develop the Forum's annual work plan.
- Work with senior staff as a whole to ensure coordination and integration across all competencies to maximize effectiveness in accomplishing goals and advancing the Forum's mission.
- Ensure that Forum activities and materials are consistent with goals and appropriately focused.
- Lead staff meetings and oversee scheduling and implementation of staff trainings.
- Using effective performance management techniques, supervise, mentor, and counsel staff members to promote a positive work culture.
- Support staff professional development by identifying opportunities and supporting growth in areas of expertise, knowledge and skills.
- Organize and manage overall board processes including: working with Executive Assistant to ensure Board materials and meetings are organized, prepare timeline for upcoming Board and committee meetings, maintain Board term information, ensure Board and committees fulfill responsibilities as required by the By-laws, advise and support the Executive Director in executing his Board responsibilities, staff the Forum's Board Nominating Committee and Action Fund's Board of Directors.
- Implement standard practices to ensure that staff activities are in compliance with appropriate laws, including lobbying laws, as well as with the Forum's internal policies.

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

### Experience and Qualifications:

- At least seven to ten years of experience working on Capitol Hill, in the Executive Branch, at a nonprofit or an advocacy organization with relevant management experience.
- Must have strong interpersonal skills including ability to build trust in a diverse team working in a fast-paced environment.

- Experience with national public interest advocacy campaigns, political campaigns, or demonstrated equivalent experience.
- Detailed knowledge of the federal political system and federal government processes.
- Superior analytical, oral, written and interpersonal communications skills.
- Strong and demonstrated ability to manage multiple priorities and projects while working as part of a team.
- Demonstrated skills in management, leadership and mentoring of dynamic teams.
- 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.
- Desire and ability to work well under pressure and in a fast-paced environment.

The National Immigration Forum offers a very generous 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 September 2, 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 “**Chief of Staff**” in the subject line.