



Assistant Vice President of Field & Constituencies

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

Visit our website at www.immigrationforum.org for detailed information about the Forum.

Reports to: Vice President of Field & Constituencies

Responsibilities:

The National Immigration Forum Assistant Vice President of Field & Constituencies plays a critical role in supporting the Vice President in developing and implementing the strategies, campaigns, programming, and initiatives of the Field & Constituencies team that advance the Forum's mission and vision. The AVP also supports the Vice President in managing the team and is a decision-maker in the absence of the Vice President. Additionally, this person will have hands-on responsibilities related to the execution of tasks, supervising and/or supporting staff in work product development and processes.

- Lead various aspects of the Forum's work related to the [Bibles, Badges and Business for Immigration Reform](#) network.
- Help lead the Forum's field and constituency work by developing and maintaining relationships with leaders from various organizations.
- Help drive the development, formulation and implementation of field and constituency strategies to meet the priorities of the team and of the organization.
- Serve as a thought-partner to the Vice President in developing strategies and tactics.
- Provide leadership to maintain communication, trust, and support between team members and between departments.
- Manage recruiting and hiring of interns and organize programming for interns as directed.
- Assist with supervision of department staff and consultants.
- Manage weekly/daily administrative aspects of the Field & Constituencies team to facilitate accurate and timely information sharing and communication.
- Maintain and build the Forum's relationships with national and local organizations, coalitions, and individuals working towards shared goals.

- Work with Forum staff and consultants to involve business, faith, law enforcement, national security, veteran, and immigrant leaders in advocacy campaigns at the state and federal level.
- Additional duties as needed and assigned.

Required Experience and Qualifications:

- Have a minimum of eight years of professional experience relevant to their position with progressive responsibilities.
- Have a bachelor's degree; advanced degree or similar professional accreditation preferred.
- Thoroughly understand and commit to the mission and goals of the National Immigration Forum.
- Have demonstrated expertise and experience in field/digital organizing and/or advocacy work in one or more of the following communities: faith, law enforcement, veterans, national security.
- Support work collaboratively across teams and all levels of positions within the organization and provide clear direction and feedback to Mobilizers, Managers, Associates, and Coordinators.
- Be capable of design, oversight and implementation of complex, high-level, and high-visibility campaigns and initiatives.
- Have demonstrated self-motivated, strong project management or organizational skills, including ability to multi-task and operate under tight deadlines.
- Possess excellent writing and oral communication skills.
- Be collaborative and decisive decision-makers.
- Work independently, meet tight deadlines, balance multiple projects at once, and proactively identify opportunities to advance the Forum's mission and vision.
- Must pay careful attention to detail.
- Demonstrate excellent judgment and discretion.
- Work in a team and in a coalition.
- Communicate an inspired vision or sense of core purpose.

Salary: Commensurate with experience. The National Immigration Forum offers a very competitive salary and benefits package, including health and dental insurance and a retirement plan.

The National Immigration Forum is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment. People of color, ethnic minorities, and women are strongly encouraged to apply.

Candidates are encouraged to apply on or before October 22, 2021; however, the position will remain open until filled.

Please send cover letter, resume and salary requirements to: **resume@immigrationforum.org** and include “**Assistant Vice President of Field & Constituencies**” in the subject line.

Applications submitted without the required information will not be considered.