Assistant Vice President of Strategic Partnerships

The National Immigration Forum (the Forum) advocates for the value of immigrants and immigration to the nation.

Founded in 1982, the Forum is a non-partisan advocacy organization, building trusted relationships to create a shared vision for immigration in America. Our innovative approach leads the conversation on the value of immigration for a stronger, richer, and more vibrant America.

Leveraging our policy, advocacy and communications expertise, the Forum works for comprehensive immigration and 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.


Reports to: Chief of Strategic Partnerships

Exempt or Non-Exempt: Exempt

Position Summary:

The Forum’s Assistant Vice President of Strategic Partnerships plays a critical role in developing and executing the fundraising strategy. As a key member of the Strategic Partnerships team, this position helps oversee the Forum’s fundraising efforts and serves as a thought partner to the Chief of Strategic Partnerships and mentor to managers, associates, and interns.
Primary Responsibilities:

- Help develop, execute and implement fundraising strategy.
- Develop and draft compelling marketing materials including in-depth reports, presentation decks, one-page overviews and other collateral as needed for funders, board and other audiences.
- Lead digital fundraising strategy in collaboration with the Digital Communications team. Set strategy including creation of content for a monthly newsletter, calendaring and determining theme for quarterly fundraising emails, managing the Giving Tuesday fundraising campaign and end of year fundraising. Track and report on performance.
- Prepare the CEO and Chief of Strategic Partnerships for key funder meetings including background profiles and giving history.
- Conduct foundation and corporate research to evaluate potential funding prospects.
- Help create content and run funder webinars and in-person meetings including annual spring reception.
- Stay informed about the field of philanthropy overall as well as specific immigration funding with a focus on recognizing trends, new developments and offering recommendations for action.
- Lead fundraising sponsorship campaign and awards event for Leading the Way, the Forum’s annual convening.
- Funder updates: draft and send emails to major funders on Forum programs and initiatives.
- Support the Chief of Strategic Partnerships by serving as a thought partner; a decision-maker in the Chief’s absence; and a mentor to the team.

Education: Bachelor’s degree or equivalent required.

Required Experience and Qualifications:

Have a minimum of eight years of relevant professional experience with progressive responsibilities; past experience as a manager or supervisor preferred.

- Excellent writing, editing and proofreading skills
- Strong organizational skills
- Be an inclusive and decisive decision maker
- Ability to read and analyze data and recommend strategic improvements
- Superb interpersonal skills
- Work collaboratively across teams and all levels of positions.
- Be able to delegate work and be comfortable providing feedback on written materials and other work products
• Be able to work in an intense, fast-paced work environment, balancing multiple projects at once while meeting tight deadlines
• Understand and commit to the mission and goals of the National Immigration Forum

Preferred Experience and Qualifications:

Preference will be given to candidates with one or more of the following qualifications:
  • Experience with Salesforce or other CRMs

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.

Please send cover letter, resume and salary requirements to: resume@immigrationforum.org and include “AVP, Strategic Partnerships” in the subject line. Applications submitted without the required information will not be considered.