



Vice President and Chief of Advancement

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 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.

Visit our website at www.ImmigrationForum.org for more information about the Forum.

Reports to: President and Chief Executive Officer

Exempt or Non-Exempt: Exempt

Position Summary:

The Vice President and Chief of Advancement serves as a member of the Forum's Executive Team and provides leadership, planning, management and is responsible for fundraising across the organization in order to grow our donor base and increase public awareness of the Forum's work. Working closely with the President and Chief Executive Officer and senior leadership, the Vice President and Chief of Advancement will create and implement a multi-year fundraising plan that includes major donors, corporations, foundations, special events, presentations, electronic and direct mail and collateral efforts that support and advance the organization's vision and work.

The ideal candidate is a forward-thinker with successful experience in fundraising and donor outreach, as well as donor data reporting.

Job Duties and Responsibilities:

- With the President and Chief Executive Officer, establish and maintain personal contact and relationships with foundations, corporate leaders, program officers, high net worth individuals and other strategic partners.
- Develop annual fundraising plans and strategies, including goals, cultivation and solicitation activities, and timetables in order to obtain support from individual major donors, corporations and foundations.
- Identify individuals, businesses, foundation prospects, and business/corporate prospects including appropriate contacts. Keep abreast of current trends in the nonprofit fundraising community, and of the priorities and initiatives of potential funders who are likely to support the Forum's mission, values and goals.
- Drive thought-leadership and create and implement plans to engage with current and potential donors
- Communicate with and solicit potential donors. Determine when it is most effective for the President and CEO, Vice Presidents, or Board member to communicate with potential donors; lay the groundwork, coach and provide support for their activities as needed.
- Manage and coordinate the development and completion of grant proposals and reports with support from grant writer and program staff. Work with Chief Financial Officer to prepare budgets and financial reports.
- Oversee the execution of fundraising events, including annual awards event, and donor briefings and meetings.
- Engage the Board of Directors in fundraising activities; support and advise members of the Board on their fundraising efforts.
- Foster a culture of philanthropy among leadership and throughout the organization, ensuring that organizational culture and systems support development.
- Ensure compliance with all applicable legal and ethical standards and guidelines.
- Provide leadership and management to the development team and supervise the development staff and interns.

Experience and Qualifications:

Candidates are to have an advanced degree or accreditation and a minimum of fifteen years of industry experience, preferably in a nonprofit, with solid achievement in constructing and implementing multi-year strategic marketing and development plans. Preference given to those holding a Master's degree or CFRE (Certified Fund Raising Executive) accreditation.

This position also requires:

- Strong organizational, writing, communication and interpersonal skills, innovative and creative thinking;
- The ability to prioritize multiple projects and deadlines simultaneously;
- The ability and credibility to lead others coupled with the humility to know when to put a colleague forward to achieve the best results for the organization.
- An understanding of how marketing and development cut across the entirety of the organization;
- Supervise marketing staff and/or consultants
- An ability to connect the dots of individual donor development, with a sense of what donors would be interested in and at what point; and
- Ability to travel extensively
- Preferred candidate must have strong professional/industry network and relationships
- A thorough understanding of and commitment to the mission and goals of the National Immigration Forum and ability to communicate an inspired vision or sense of purpose.

Salary: Negotiable - depending on experience. The National Immigration Forum offers a very competitive salary and benefits package.

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 "Chief of Advancement" in the subject line.
The position will remain open until filled.