



Assistant Vice President of Policy & Advocacy

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 reform, 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 detailed information about the Forum.

Reports to: Vice President of Policy & Advocacy

Responsibilities:

The National Immigration Forum's Assistant Vice President of Policy & Advocacy plays a critical role in supporting the development and execution of the Forum's policy priorities. As a critical member of the Forum's Policy and Advocacy team and working closely with other Forum staff, other organizations and partners, the Assistant Vice President will:

- Serve as a decision maker in the absence of the Vice President of Policy & Advocacy on matters pertaining to immigration policy.
- Lead aspects of the Forum's immigration reform work, particularly on border policy, humanitarian relief, undocumented populations, and appropriations.
- Serve as thought partner with complementary skill set to the Vice President.
- Help lead the Forum's legislative advocacy by developing and maintaining relationships with Congressional offices and setting up and attending meetings on Capitol Hill.
- Represent the Forum at meetings with Executive Branch staff.
- Help drive the development, formulation and implementation of policy and advocacy strategies to meet the priorities of the Policy & Advocacy team and of the organization.
- Provide leadership to maintain communication, trust, and support between team members and between departments.
- Manage Policy & Advocacy Manager, Associates, and Interns as directed.
- Manage recruiting and hiring of interns and organize programming for interns.
- Maintain and build the Forum's relationships with national and local organizations, coalitions, and individuals working towards shared policy goals.

- Help determine need for and develop legal analysis of legislative proposals, case law, and immigration-related policies and laws.
- Draft and edit communications materials, including online content, to advance the policy priorities of the Forum for distribution to different audiences, including Forum constituencies, the media, public, government offices, and Congress.
- Work with Forum staff to engage business, faith, law enforcement, national security, and immigrant leaders in policy advocacy campaigns at the state and federal level.
- Additional duties as needed and assigned.

Required Experience and Qualifications:

- Must have a bachelor’s degree, advanced degree, or similar accreditation.
- Minimum of 8 years of experience in immigration or related policy work.
- Knowledge of the legislative process and familiarity with immigration laws and policy
- Must possess strong writing and communication skills.
- Demonstrated ability to organize, prioritize, and complete work independently.
- Conduct directed and independent research.
- Must pay careful attention to detail.
- Must be a self-starter.
- Excellent judgment and discretion
- Must like operating in an intense, fast-paced environment.
- Ability to work in a team and in a coalition.
- Ability to communicate an inspired vision or sense of core purpose.
- The position demands a thorough understanding of and commitment to the mission and goals of the National Immigration Forum.

Preferred Experience and Qualifications:

- Juris Doctorate and/or graduate degree(s).
- Specific subject matter knowledge on border policy, humanitarian relief, the undocumented population, and appropriations.

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 Policy & Advocacy**” in the subject line. The position will remain open until filled.