



Assistant Vice President of Advancement

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.

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

Reports to: Vice President and Chief of Advancement (COA)

Direct Report: Manager of Advancement (MA)

Exempt or Non-Exempt: Exempt

Position Summary:

The Forum's Assistant Vice President of Advancement (AVP) plays a critical role in oversight and execution of all departmental operations. This team leader helps oversee the Forum's fundraising activities and Advancement team members. The AVP also serves as a valued thought partner to the Vice President and Chief of Advancement as well as a critical mentor to managers, associates, and interns.

Responsibilities:

In collaboration with the COA, the AVP will:

- Help develop and execute fundraising strategy for all revenue pipelines: institutional, individual, events, campaigns, and more.
- Help oversee internal operations and project management with indefatigable attention to detail.
- Develop and draft compelling marketing materials, including in-depth reports, presentation decks, one-page overviews, and other collateral as needed for funders, the board, and other audiences.
- Lead digital fundraising strategy in collaboration with the Digital Communications team and help set other fundraising strategies, including creation of content for a monthly newsletter,

calendar, determining themes for quarterly fundraising emails, managing the Giving Tuesday fundraising campaign, and end of year fundraising.

- Prepare the CEO and COA for key funder meetings with materials such as background profiles and giving history.
- Conduct foundation and corporate research to evaluate potential funding prospects.
- Help create and run funder events, related webinars, and in-person meetings, including the 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 the fundraising sponsorship campaign and awards event for Leading the Way, the Forum's annual convening.
- Draft and send email updates to major funders on Forum programs and initiatives.
- Support the COA 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. Master's degree preferred.

Required Experience and Qualifications:

Have a minimum of eight years of relevant professional experience with progressive responsibilities. Experience as a manager or supervisor preferred. Additionally, candidate should possess:

- Excellent writing, editing, and proofreading skills.
- Strong organizational skills and be a top-notch operations leader.
- Inclusive and decisive decision maker.
- The ability to read and analyze data and recommend strategic improvements.
- Superb interpersonal skills.
- Expertise working collaboratively across teams and all levels of positions.
- The ability to delegate work and be comfortable providing feedback on written materials and other work products.
- Capacity to work in an intense, fast-paced work environment, balancing multiple projects at once while meeting tight deadlines.
- The ability to understand and commit to the mission and goals of the National Immigration Forum.
- Advanced experience with Salesforce or other CRM.

Salary:

\$86,000 per annum. 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, Advancement" in the subject line. Applications submitted without the required information will not be considered.