



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 law enforcement, faith leaders, national security leaders and businesses to create a shared vision for immigration in America. Our vast network includes 150 police chiefs and sheriffs across 34 states, 300,000 evangelical women across all 50 states, 11,000 pastors and faith leaders, 50 of the nation's largest corporations, and 44 high profile national security officials. 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 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)

Exempt or Non-Exempt: Exempt

Position Summary:

The Assistant Vice President of Advancement (AVP) plays a critical role developing or implementing strategies, oversight and execution of the fundraising team. This team leader helps develop the Forum's fundraising strategy and is a critical link to the Forum's broad network of staff and constituency leaders. The AVP also serves as a valued thought partner to the Vice President and Chief of Advancement as well as a critical mentor to interns.

Responsibilities:

In collaboration with the COA, the AVP will:

- Help develop and execute fundraising strategies for all revenue pipelines: institutional, individual, events, campaigns, and more.

- Serve as a cross-departmental resource and point of contact internally for programmatic staff including developing deep understanding of the Forum's ongoing highlights, successes, challenges etc.
- Represent the Advancement Department in constituency meetings with law enforcement leaders, national security leaders, Corporate Roundtable, and Women of Welcome / We Choose Welcome teams.
- Continually track and assess implementation indicators and data on the impact of the Forum's programmatic work. Analyze metrics to report the most effective and compelling work across the Forum's departments.
- Develop solid drafts of Letters of Intent (LOI), grant proposals, grant reports and individual donor solicitations.
- 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.
- 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.
- Stay informed about the field of philanthropy 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 and Keepers of the American Dream, the Forum's annual convening.
- Help oversee internal operations and project management with keen attention to detail.
- 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

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, the candidate should possess:

- Superb interpersonal skills.
- Excellent writing, editing, and proofreading skills.
- An eye for sophisticated design and visual representation using imagery and video.
- Demonstrated experience presenting in effective and professional manner to high profile stakeholders.
- 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.
- Expertise working collaboratively across teams at 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 and project management software.

Salary:

AVP salary starts at \$86,000 and negotiable with experience. The National Immigration Forum offers a very benefits package, including:

- Health Insurance (PPO) and Dental Insurance: Employee covered at 100%. Dependents covered at a lower rate.
- 401k contribution
- Flexible Work Hours
- Paid parental leave
- Three (3) weeks' vacation to start. Federal holidays. Twelve (12) sick days. Two (2) personal days, one (1) floating holiday, three (3) bereavement leave days. August Fridays off. Forum closed from December 25 to January 1.
- Cell phone and internet reimbursement.
- Naturalization fees covered.
- Tax deductible smart benefits
- Short term and long-term disability
- Flexible professional development

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.

While the Forum offers a hybrid work environment and nationwide candidates are welcomed, **this is a DC based position and requires at least one to two days in the Forum office.** No relocation assistance available.

Please reach out to Dawn Byrne with specific questions regarding this position.

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.