



## **Field & Constituencies Manager**

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 across diverse constituencies in communities throughout the country 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 <http://www.immigrationforum.org> for detailed information about the Forum.

**Reports to:** Senior Vice President of Field & Constituencies

### **Position Summary:**

The Field & Constituencies Manager is responsible for providing critical coordination and support to the Field & Constituencies team, with a particular focus on the law enforcement (represented by the Law Enforcement Immigration Task Force) and national security (represented by the Council on National Security and Immigration) constituencies.

### **Primary Responsibilities:**

- Provide programmatic support and thought leadership to the Field & Constituencies team, including coordinating efforts and work products, particularly with law enforcement and national security efforts;
- Serve as primary manager of the [Law Enforcement Immigration Task Force \(LEITF\)](#), which includes helping to meet strategic outreach and advocacy goals, onboarding of new members, coordination of sign-on letters and media opportunities and other tasks as needed:
  - Proactively maintain relationships with LEITF members and national law enforcement associations;

- Regularly engage in recruitment efforts of potential new LEITF members;
  - Manage and maintain all relevant LEITF databases, distribution lists and content;
  - Lead LEITF website management; create, format and upload new content on a regular basis;
  - Manage the LEITF's Twitter account; create/re-circulate content on a regular basis;
  - Oversee the content for the LEITF Weekly Report and other regular communications;
  - Serve as main point of contact for LEITF members with special focus on coordination of Co-Chairs and other key leaders;
  - Supervise the coordination of 2-3 LEITF in-person meetings annually, including law enforcement efforts related to the Forum's annual Leading the Way national convening, such as handling logistics (meeting space, catering, equipment, etc.); this includes coordinating all invitations and follow ups, and ensuring appropriate information (agendas, notes, etc.) is distributed prior to and following meetings;
  - Assist the Forum's policy and communications teams with LEITF and other field-related legislative efforts and media activities, as needed;
  - Track and report on all LEITF related metrics, track relevant media, draft reports to support the Forum's development team;
  - Conduct research to support the work of LEITF in coordination with LEITF members and Forum staff;
- Assign appropriate tasks to interns, supervise progress, have periodic check-ins;
  - Participate in field team calls and discussions on a regular basis;
  - Provide relevant reports at weekly Forum staff meetings;
  - Draft papers and work products for LEITF and Council on National Security and Immigration (CNSI) efforts;
  - Work closely with Senior Vice President and Assistant Vice President of Field & Constituencies to conduct the day-to-day operations of LEITF and CNSI;
  - Perform other responsibilities and tasks related to the Field & Constituencies work as needed.

**Required Experience and Qualifications:**

- A minimum of six years relevant professional experience in a related field, such as issue or political campaigns, advocacy/grassroots organizations, or governmental affairs or an advanced degree or similar professional accreditation;
- Ability to work independently in an intense, fast-paced environment;
- Excellent people skills, strong written and oral communication skills, and sound political instincts;
- Excellent organizational and project management skills;
- Ability to meet tight deadlines, balancing multiple projects at once, and coordinating with team members across departments;
- Strong computer skills, including advanced knowledge of Microsoft Outlook, Word, Excel, and PowerPoint and the interest and ability to learn new software and platforms;
- An understanding of and commitment to the mission and goals of the National Immigration Forum.

**Preferred Experience and Qualifications:**

- Experience working with law enforcement and/or national security;
- Experience working with immigrants/refugees;
- Knowledge of Salesforce and Wordpress.

**Salary:** Salary starts at \$70,000 per annum and is commensurate with experience. The National Immigration Forum offers a very competitive salary and benefits package, including health and dental insurance and a retirement plan, and enables and strongly encourages employees' professional development.

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 “**Field & Constituencies Manager**” in the subject line. Applications submitted without the required information will not be considered.