Strategic Partnerships Coordinator

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.


Reports to: Chief of Strategic Partnerships

Exempt or Non-Exempt: Exempt

Position Summary: The Forum’s Strategic Partnerships Coordinator plays a critical role in coordinating all logistics for fundraising events. This position also helps ensure the internal operations of the Strategic Partnerships team function smoothly.

Primary Responsibilities:

• Responsible for daily activities in support of the Strategic Partnerships team
• Oversee Salesforce data, centralized donations processing and acknowledgements, grant and campaign reporting and act as a primary liaison to the Finance & Administration team
• Coordinate event communications including managing invite lists, sending invitations, reminders, follow up with attendees, programs and other materials as needed. Set up and run technology for webinars
• Record event data such as registration, budget, and results
• Review and upload content on Salesforce to maintain data integrity. Update profiles as needed. Work closely with the Digital Communications team to ensure data is in sync with Active Campaign
• Manage fundraising campaign data on Salesforce including annual campaigns for individuals, Leading the Way sponsors, and other campaigns as needed
• Review all Strategic Partnerships technology contracts, liaise with vendors and collaborate with Finance team for approval
• Run scheduled and ad hoc reports for the Strategic Partnerships team
• Maintain the Forum’s ratings on sites such as Guidestar, Charity Navigator, and BBB Wise

Education: Bachelor’s degree or equivalent desired.

Required Experience and Qualifications:
• Have one to two years progressive experience related to events coordination or development or a bachelor’s degree
• Computer literacy with Microsoft Suite: helpful if able to work with desktop publishing programs such as Adobe. Familiarity with database software, WordPress, Eventbrite, and/or Doodle also a plus
• Excellent writing, editing, and proofreading skills
• Strong organizational skills
• Superb interpersonal skills
• Work collaboratively across teams and all levels of positions
• Be able to work in an intense, fast-paced work environment, balancing multiple projects at once while meeting tight deadlines
• Flexible and able to work on various projects as the need arises
• Understand and commit to the mission and goals of the National Immigration Forum

Preferred Experience and Qualifications:

Preference will be given to candidates with one or more of the following qualifications:
• Experience with Salesforce or other CRMs

The National Immigration Forum offers a competitive salary and benefits package, including health, 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 “Strategic Partnerships Coordinator” in the subject line. Applications submitted without the required information will not be considered.