Vice President and Chief Program Officer

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 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: President and Chief Executive Officer

Exempt or Non-Exempt: Exempt

Position Summary:

The Vice President and Chief Program Officer (CPO) serves as a member of the Forum’s Executive Team and provides a critical role in supporting and leading the Forum’s program teams and participating as a leader on the executive team. As a key member of the team, the CPO will oversee all programs formed to engage the Forum’s many key constituencies. In partnership with the Chief of Public Affairs, the CPO will ensure the organization designs and implements impactful grassroots and grass tops engagement programs, amplifying those important voices with lawmakers and in the media. The programs designed and implemented by the CPO and the program team will ensure the base of pro-immigrant support is growing and creating a fertile environment for legislative movement to support immigrants and refugees. The CPO and program Vice
Presidents will focus on ensuring their constituency engagement and initiatives model positive, viable examples for federal legislation and programs.

Job Duties and Responsibilities:

- Oversee the program teams and manage the flow of communications across the team, connecting the Forum’s work with moderate to conservative faith, business, national security, and law enforcement leaders within the New American Workforce and the Field teams, and interdepartmentally between the program team and Public Affairs team to drive impact.
- Serve as a member of the Forum’s Executive Leadership and help drive the formulation and implementation of internal policies and strategies to meet the vision and goals of the organization.
- Oversee and ensure successful implementation of newly developed program strategies aimed to broaden and deepen our constituency engagement and programs.
- Partner with program leads, Chief of Advancement and the Development team to ensure fundraising strategies are co-designed and implemented and grant compliance is executed successfully.
- Provide leadership to maintain credibility, trust and support between departments and Executive team.
- Manage internal Program departmental processes and approvals.
- Serve as support for program Vice Presidents, offering accountability and coaching, professional development opportunities and pragmatic partnership on key projects.
- With the Executive Team, develop the Forum’s annual work plan.
- In co-leadership with Chief of Public Affairs, work with Senior Leadership as a whole to ensure coordination and integration across all competencies to maximize effectiveness in accomplishing goals and advancing the Forum’s mission.
- Ensure that program activities and materials are consistent with goals and appropriately focused.
- Co-lead staff meetings and oversee scheduling and implementation of program staff trainings.
- Ensure team leads are preparing and managing their program budgets. Partner with Chief Financial Officer as program team decision maker and liaison for annual budget process and quarterly BVA analysis.
- Lead and manage organization-wide events and support team members.
- Partner with CEO and Executive team in working with the Forum’s and America Is Better (related 501(c)4) Boards to ensure organizational success. Contribute to the board meeting preparational materials and ensure the program team is meeting contribution and presentation deadlines and providing quality materials. Staff the Forum’s Board Nominating Committee and other board support duties as assigned.
- Implement standard practices to ensure that program activities are in compliance with appropriate laws, including lobbying laws, as well as with the Forum’s
internal policies.

**Education:** Bachelor’s Degree required; advanced degree preferred.

**Experience and Qualifications:**

Candidates are to have an advanced degree and a minimum of fifteen years of industry experience working on Capitol Hill, in the Executive Branch, or a nonprofit or an advocacy organization with relevant management experience.

- Must have strong interpersonal skills including ability to build trust in a diverse team working in a fast-paced environment.
- Experience with national public interest advocacy campaigns, political campaigns, or demonstrated equivalent experience.
- Detailed knowledge of the federal political system and federal government processes.
- Superior analytical, oral, written and interpersonal communications skills.
- Strong and demonstrated ability to manage multiple priorities and projects while working as part of a team.
- Demonstrated skills in management, leadership and mentoring of dynamic teams.
- The position demands a commitment to the values and mission of the organization and ability to communicate an inspired vision or sense of core purpose.
- Desire and ability to work well under pressure and in a fast-paced environment.
- A thorough understanding of and commitment to the mission and goals of the National Immigration Forum and ability to communicate an inspired vision or sense of purpose.

The National Immigration Forum offers a very generous 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](mailto:resume@immigrationforum.org) and include “Chief Program Officer” in the subject line. The position will remain open until filled.