



Vice President of Corporate Engagement

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.

America's economic growth and prosperity is inextricably linked to new Americans' ability to acquire skills and opportunities to thrive. The Forum seeks to advance the needs of the immigrant workforce by engaging corporations on federal policy and offering integration services at the worksite. The Forum partners with corporations to help them speak to the value of immigrants and immigration so the goals and aspirations of the American worker and their family are served.

Visit our website at www.immigrationforum.org for detailed information about the Forum.

Reports to: Vice President and Chief Operating Officer

Exempt or Non-Exempt: Exempt

Position Summary:

The Vice President of Corporate Engagement leads the Forum's overall corporate engagement work to support the organization's mission and strategy. The Vice President manages and mentors a team responsible for running the Forum's two main corporate engagement initiatives – the *Corporate Roundtable for the New American Workforce* and the *English at Work* language training program.

The ideal candidate is an innovative, business savvy and skilled coalition builder with a passion for the Forum's work and the ability to work alongside corporate executives.

Job Duties and Responsibilities:

Strategy and Leadership

- Lead the development and implementation of an integrated corporate engagement plan with annual goals that is aligned with the organization's advocacy, field and communications strategies.
- Identify, recruit and retain business partners that share the Forum's skills and workforce development programmatic and policy goals.
- Advise corporate partners on how to develop immigrant integration plans and position their advocacy to support the immigrant workforce.
- Develop and cultivate relationships with business leaders across a range of industries.
- Prepare and manage the corporate engagement and programs budget.
- Stay abreast of best practices in corporate engagement and immigrant integration and incorporate into program design as possible.
- Represent the organization at speaking engagements and in coalitions that advance the Forum's corporate engagement programs work.
- Serve as a collaborative member of the Forum's Senior Leadership team to help coordinate, strategize and lead work across the organization.

Program Oversight & Operations

- Oversee all corporate engagement program components, including the Corporate Roundtable, the English at Work language learning program, and naturalization services.
- Help establish and maintain effective communications across the organization, informing staff of corporate engagement work and staying informed of advocacy developments and communications opportunities.
- Ensure the Forum's Customer Relationship Management (CRM) database and process for the individuals, prospects, and corporations within the Corporate Engagement Programs portfolio is actively managed and updated.

Team Development and Management

- Lead and mentor a team of professionals, including monitoring workload, coordinating and distributing assignments.
- Work with individual team members to establish challenging performance goals and provide direction and feedback as needed.
- Maintain a climate that attracts, retains and motivates top quality staff.
- Supervise consultants to develop and execute deliverables in a timely manner.

Required Experience and Qualifications:

Candidates are to have at least a Bachelors' degree and ten years of experience in building and maintaining alliances with a variety of constituencies, government relations, corporate social responsibility or corporate engagement. Experience working with large businesses, non-profit partners and the immigrant community. Experience supervising professional level staff and managing a department budget is required. Fluency in a language other than English is preferred. This position requires excellent writing, organization and communication skills and the ability to work with corporations and non-profit organizations. The position also requires the ability to work in a fast-paced environment and handle multiple large projects. 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. Knowledge of immigration issues is preferred.

This position also requires:

- An ability to plan, organize, direct and implement the full range of corporate engagement program activities for a nonprofit organization.
- An understanding of the communications needs and nuances of businesses; business savvy.
- Skill in coordinating with different teams, businesses and networks.
- Initiative and the ability to exercise good judgment.
- Ability to thrive in a fast-paced, deadline-driven environment with the capacity to make decisions and anticipate future needs.
- Strong relationship-building and collaboration skills

Salary: Negotiable – commensurate with experience. The National Immigration Forum offers a competitive salary and benefits package.

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.

To apply, send cover letter, resume and salary requirement to resume@immigrationforum.org and include “**Vice President of Corporate Engagement**” in the subject line.

Applications submitted without the required information will not be considered. The position will remain open until filled.