



Vice President of Policy & Advocacy

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 www.ImmigrationForum.org for more information about the Forum.

Reports to: Vice President & Chief Operating Officer

Exempt or Non-Exempt: Exempt

Position Summary:

The Vice President of Policy & Advocacy leads the Forum's policy and advocacy work to support the organization's mission and strategy. Working closely with the Leadership teams, the Vice President establishes a policy agenda, develops positions, and implements affirmative and defensive advocacy strategies for accomplishing the Forum's objectives. The Vice President also manages and mentors a team responsible for monitoring legislation, analyzing public policies, and drafting talking points and advocacy materials, among other activities.

Job Duties and Responsibilities:

Strategy & Leadership

- Develop overarching policy priorities of the organization with the Executive and Senior Leadership teams.
- Lead development and implementation of a policy and advocacy plan that is aligned with the organization's communications, field and corporate engagement strategies and translates the Forum's vision and mission into actionable goals and objectives.
- Develop and implement affirmative and defensive legislative strategies for

accomplishing the Forum's objectives.

- Direct advocacy response regarding proposed rules, policies, operating procedures, initiatives and other administrative proposals.
- Provide leadership, and work with colleagues and stakeholders (e.g. business, unions, religious organizations, law enforcement officials, civil rights organizations and other diverse stakeholders) to develop short and long-term advocacy campaigns.
- Identify and anticipate legislative and administrative opportunities and threats.
- Monitor key legislative, executive and political developments and trends affecting immigration and analyze the political impact of breaking events as they relate to the immigration movement.

Policy & Advocacy Operations

- Cultivate, develop and maintain relationships with Congressional offices and Administration officials, especially those serving in leadership positions, caucuses and committees of relevant jurisdiction.
- Make recommendations to Congressional members and staffers and Administration officials regarding legislation, executive action and legislative and executive strategies.
- Develop and coordinate advocacy messages with the communications team to ensure that Forum materials are consistent and appropriately focused.
- Speak publicly and represent the Forum and its work to key stakeholders, including grassroots leaders, policymakers, the media, funders and other legal and advocacy organizations.
- Represent the Forum in Member-level and senior Congressional staff meetings, and meetings with senior officials in the Administration and prepare the President and Chief Executive Officer for said meetings.
- Create, edit and proofread materials for external use under intense deadline pressure.
- Help ensure the involvement of constituency leaders and partner organizations in promoting agreed upon policy priorities.
- Help organize opportunities to bring grassroots partners in contact with their member of Congress, the Administration and other policymakers.
- Conduct and/or commission policy research as necessary.
- Help establish and maintain effective communications and collaboration with other Forum teams, maintaining consistent implementation of internal policies, practices, structures and processes.

Team Development & Management

- Lead and mentor a team of policy and advocacy professionals, including monitoring workload, coordinating and distributing assignments and conducting annual performance evaluations.
- Manage the day to day operation of the team.

- Work with individual team members to establish challenging performance goals and provide direction and feedback as needed.
- Maintain a culture that values learning and a commitment to quality and 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 a nonprofit organization, on Capitol Hill, law firm or in the executive branch with at least three years of which will have been related to immigration issues. Experience supervising professional level staff. In-depth knowledge of House and Senate process and procedure. Direct legislative and administrative lobbying/advocacy experience required.

This position also requires:

- An ability to plan, organize, direct and implement the full range of legislative advocacy for a nonprofit organization.
- Skill in coordinating with different teams, organizations and networks in the center-right space.
- Excellent communication and writing skills, and media savviness.
- 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.
- A thorough understanding of and commitment to the mission and goals of the National Immigration Forum.

Salary: Negotiable – commensurate with experience. The National Immigration Forum offers a very 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.

Candidates are encouraged to apply on or before March 26, 2021; however, the position will remain open until filled.

Please send cover letter, resume and salary requirements to: **resume@immigrationforum.org** and include **“Vice President of Policy & Advocacy”** in the subject line. Applications submitted without the required information will not be considered.