



NATIONAL IMMIGRATION FORUM

Executive Associate

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, national security, 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.

Visit our website at www.ImmigrationForum.org for more information about the Forum.

Location: Hybrid (60%/40%); Washington, D.C. Metropolitan Area.

Reports to: President & CEO

Position Summary:

The Executive Associate provides administrative and research support to the Forum's President & CEO. This position is ideal for an organized, competent go-getter who always figures out a way to get the job done and is interested in working for an advocacy organization.

Primary Responsibilities:

- Provide support to the President & CEO by managing all aspects of travel, external and internal meetings, and other activities as requested.
- Interact with individuals inside and outside of the organization to coordinate a variety of appointments and meetings involving the President & CEO.
- Manage and maintain accurate board member information, including board records, minutes, by-laws, timelines, and potential board member research.
- Coordinate all aspects of quarterly board meetings and associated committee meetings, including drafting agendas and reference materials and keeping detailed minutes.

- Coordinate with leadership staff to effectively manage President & CEO's schedules with call and email lists to board members, donors, press, allies, and others. Assist President & CEO with prioritizing tasks and reporting back to leadership staff with results.
- Oversee advance planning of all travel for President & CEO. Engage leadership staff to ensure necessary meetings are arranged with board members, donors, press, allies, and others.
- Make travel arrangements for multi-leg trips spanning multiple time zones. Collect and organize materials for travel and meetings, including air, hotel, and rental car reservations.
- Prepare travel expense reports, credit card expense reconciliations, and expense reimbursement requests for the President & CEO.
- Support weekly staff meetings, leadership staff meetings, executive team meetings and other meetings with notices, agendas, notes and ensuring follow-up on actions discussed.
- Help research and draft presentations and responses to inquiries as needed; convert information into *PowerPoint* or other presentation formats.
- Provide administrative support to the Advancement (development) team, including coordinating weekly meetings, performing donor database entry and maintenance in Salesforce, assisting with development events, and drafting proposals as needed.
- Assist with logistical aspects of the annual Leading the Way convening, including speakers, program, registration, technology, and schedule.
- Plan and organize bi-monthly staff trainings, in coordination with the leadership team.
- Plan, organize, and order catering and supplies for staff morale events, such as end of year celebrations, and events for Forum interns, such as orientations or lunches.
- Manage the reception desk and serve as a back up to other admin team members.
- As capacity allows, provide support on small projects to staff across the organization.
- Perform other duties and projects as required by the President & CEO.

Required Experience and Qualifications:

- Four years relevant professional experience or a bachelor's degree.
- Ability to pay careful attention to detail and implement strong organizational systems.
- Ability to manage up and respond positively to constructive feedback.
- Experience making complex travel arrangements and managing events, including scheduling, planning, on-site management, catering, and logistics.
- Ability to self-start and exercise good judgment.
- Excellent written and oral communication skills.
- Ability to successfully work independently in a fast-paced work environment, balancing multiple projects at once while meeting deadlines.
- Great people skills and the ability to function in a position that provides support to and takes direction from executives.
- Ability to work collaboratively across the organization.
- Strong computer skills, including advanced knowledge of *Microsoft Outlook, Word, Excel* and *PowerPoint* and the interest and ability to learn new software.
- Commitment 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:

- Four years of progressive experience related to office coordination and executive level support.
- Bachelor's degree.
- Experience using Salesforce.
- Nonprofit experience.

Salary: Salary starts at \$50,000 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 “**Executive Associate**” in the subject line. Applications submitted without the required information will not be considered.