



Honoring our immigrant past, shaping our immigrant future

**EXECUTIVE DIRECTOR POSITION OPPORTUNITY
AMERICAN IMMIGRATION COUNCIL
WASHINGTON, DC**

The American Immigration Council is seeking a dynamic and innovative leader to build on its exceptional record of increasing public understanding of immigration law and policy with an emphasis on advancing fundamental fairness and due process in our immigration system, as well as emphasizing the value of immigration to American society.

The Organization

The American Immigration Council (“Council”), established in 1987 by members of the American Immigration Lawyers Association, works to strengthen America by honoring our immigrant history and shaping how America thinks about and acts towards immigrants and immigration. We promote the prosperity and cultural richness of our diverse nation by standing up for sensible and humane immigration policies that reflect fundamental American values; we insist that our immigration laws be enacted and implemented in a way that honors fundamental rights; we work to achieve justice and fairness for immigrants under the law; and we strive to educate policy makers and the general public about the enduring contributions of America’s immigrants. We employ a diverse set of strategies, including policy advocacy, litigation, research, communications, cultural exchange and education to accomplish these goals.

Programs

Our work is accomplished primarily through four well-established programs:

Legal Program: We use litigation as a tool to protect the rights of noncitizens and seek accountability and responsibility from the government agencies that administer the nation’s immigration laws. Through our legal program, an established leader in litigation and collaboration among immigration litigators across the country, we pursue high impact litigation strategies and work with partner organizations to organize national meetings and trainings to help develop coordinated litigation strategies. Also, we provide critical resources to the immigration law community through technical assistance and practice advisories that cover substantive and procedural issues. We mentor others members of the legal community and lecture on various issues at law conferences nationwide.

Policy Program: We promote rational policies and productive conversations on immigration that are fueled by facts, not fear. Through our policy program, the Council provides policymakers, the media, and the general public accurate information about the role of immigrants in U.S. society. Our research provides

a solid, fact-based foundation for the immigration debate. Our reports and materials are widely disseminated and relied upon by opinion leaders. We regularly serve as subject-matter experts in the press and on Capitol Hill. All too often, the debate about immigration is dominated by fear and misinformation. The policy program works to ensure that fact is separated from fiction in these critical debates. We monitor and rapidly respond to myths and false statements, and work to honor and highlight the enduring contributions of immigrants to U.S. society.

Education Program: We seek to create opportunities for open dialogue, creative teaching, and critical exploration of immigration issues in the classroom. The education program provides teachers, mentors, and youth leaders with the resources necessary to prepare informative and effective immigration programs in public schools and community centers across the nation. These programs include the annual *Celebrate America* creative writing contest, which challenges hundreds of fifth grade students to explore how immigration has affected their own lives. Additionally, the *Change in Motion* multimedia contest is designed for young adults to explore immigration through production of video and other multi-media projects. The program also supports educators by offering mini-grants to fund innovative immigration projects that can be replicated in classrooms across the nation.

Exchange Program: We create opportunities for cross-cultural exchange through our exchange program which sponsors international training and internship programs which allow American host companies to create a synergy of the best ideas from many cultures for the benefit of all. The program also organizes periodic study tours to various cities around the world, giving Americans the opportunity to experience the culture and history that have influenced our exchange visitors and the immigrants who now call America home. With nearly 5,000 alumni from every corner of the globe, our influential program has facilitated meaningful person-to-person diplomacy for more than 13 years.

These programs are supported by professional communications, administrative and fundraising teams.

The American Immigration Council is governed by a 32-member board. The organization's budget is more than \$4 million dollars. We employ 25 highly dedicated and motivated staff members.

For more information please visit us at www.americanimmigrationcouncil.org and visit our daily blog at www.immigrationimpact.org.

The Position

The Executive Director is responsible for all of the Council's outcomes and operations and works with the Board and staff to develop priorities and goals as well as search out and take advantage of growth opportunities. The Executive Director is responsible for:

- Serving as the public face of the Council and representing the organization before many external constituencies, including the American Immigration Lawyers Association;
- Hiring and developing exceptional staff members, and ensuring that they are motivated, productive and accountable;
- Managing day-to-day work and decisions affecting the Council as a whole and delegating authority as appropriate to manage Council programs;
- Building an effective working relationship with the Board;
- Developing, exploring and implementing new concepts and ideas to accomplish our mission and goals; and
- Serving as an example and leader in fostering a culture of philanthropy among the staff and Board.

Key Responsibilities

The Council's work environment is fast-paced and challenging, and involves communicating persuasively, thinking critically and strategically, making decisions, building strong personal relationships, and delegating effectively. Below are some of the priorities that the Executive Director would focus on during the next couple of years.

- Developing an effective working relationship with Board to develop engaged and effective governance.
- Identifying and recruiting potential Board members that can help grow the organization's knowledge and support base.
- Overseeing the direction, motivation, and development of staff to align with and promote the organization's mission, vision, values, and brand by fostering a motivational, collaborative, and innovative work environment; providing effective training and support; and supervising staff performance.
- Overseeing the development, implementation, and evaluation of the strategic plan and program goals; evaluating the corresponding performance and impact of the organization and staff in meeting objectives and delivery of programmatic work.
- Identifying and developing policy and legal strategies that advance our organizational goals, and delegating effectively.
- Building support for programmatic work among coalition partners and expanding the Council's sphere of influence and brand among existing coalitions.
- Ensuring that the Council has the appropriate policies and procedures in all of its work that uphold the organization's standards of excellence, transparency and optimization of resources.
- Overseeing the overall budget, budget management, budget accountability, and fiscal management; ensuring proper practices regarding record keeping, control systems, and proper reporting; leading annual budget planning efforts.
- Working with Development staff to identify, cultivate and steward funders (including individuals, corporations and foundations).
- Working with staff to develop and implement a marketing strategy to build the public image of the organization and increase visibility in new and traditional media and within the national political community.

Experience and Attributes

The ideal candidate for this position will share our commitment to honor, protect and promote laws, policies and attitudes that preserve our proud history as a nation of immigrants, and will bring a variety of experiences and attributes to the Council including:

- JD preferred; other advanced degrees will be considered in lieu of JD.
- 5+ years of progressively challenging experiences with the proven ability to effectively manage systems, processes, and people.
- 5+ years of nonprofit management and governance experience.
- 5+ years of supervisory experience with at least 5 direct reports; experience supervising employees located remotely and/or telecommuting.

- Effective spokesperson with excellent oral and written communication skills including high degree of comfort with public-speaking and media skills;
- Program management experience aligned around a common purpose and delineated goals; Proven successful track record of resource development, with emphasis on identifying and implementing entrepreneurial opportunities, engaging and soliciting major donors, and creating and managing connections with funding sources.
- Strong management, business and financial skills and proven track record in organizational capacity building using good judgment in decision-making.
- Thorough understanding of public policy-making and the ability to develop strong working relationships with public officials at all levels of government.
- Demonstrable relationships with government agencies, congressional offices and policy makers;
- Experience in or closely related to at least one of our core programs (legal, policy, education or exchange);
- Strong understanding of how education and cultural exchange can be used to shape public thinking on immigration or other contemporary public issues.
- Advocacy or political campaign experience, preferably in the immigration arena;
- An entrepreneurial spirit and vision to continue the Council's growth and expand its influence.

Personal Attributes

- Politically savvy
- Inclusive; seeks out and honors diversity; commitment to social justice
- Creative; inquisitive; intellectually curious;
- Inspires confidence and trust; a team builder;
- Decisive; able to clearly create a case for action and implement effectively;
- High integrity and a commitment to personal and professional excellence;
- Optimistic and solutions-oriented;
- Approachable; comfortable giving and receiving information and advice;
- Sets high standards for themselves and those around them;
- Able to bring out the best in others; comfortable sharing credit and successes.
- Able to navigate often complex collaborative waters with ease, confidence, humility and action.

Application Process

To apply, send an e-mail with a cover letter detailing your qualifications and a detailed explanation of your interest in this position along with your resume and salary requirements to:

immcouncildsearch@immcouncil.org

Compensation package will be competitive and commensurate with qualifications and experience.

Resumes will be considered until position is filled.

The American Immigration Council is an equal opportunity employer.