

**Immigration Advocates Network Director:** The Immigration Advocates Network (IAN) ([www.immigrationadvocates.org](http://www.immigrationadvocates.org)) is a national collaboration developed to enhance and unify the work of the nation's immigrants' rights organizations by providing an online resource and communication site to support joint work. Our goal is to enable each organization to serve its members while simultaneously strengthening the immigrants' rights movement as a whole. IAN pursues its mission by:

- 1) Supporting non-profit immigration service providers, advocates and organizers with up-to-date information, resources, trainings, podcasts, videos, webinars, and other innovative media;
- 2) Promoting better communication between existing immigration support networks and the field; and
- 3) Improving coordination and communication among immigration legal services providers and immigrants' rights organizations.

The IAN Director is responsible for the overall success of the Immigration Advocates Network, including strategic direction, project planning and implementation, and fundraising and sustainability.

Responsibilities include:

- Ensuring that IAN's content is accurate, timely, and relevant to IAN members;
- Coordinating and collaborating closely with IAN staff on development, implementation, and assessment of all aspects of the Project;
- Ensuring the sustainability of IAN by spearheading fundraising efforts and coordinating IAN grants submitted by Working Group members, including identifying potential funders, drafting grant proposals and reports, and maintaining relationships with funders;
- Actively engaging and communicating with the Working Group, including its standing Finance, Project Staff, and Content committees and any *ad hoc* committees of the Working Group to promote active participation and contribution of Working Group members;
- Working with the Working Group and IAN staff to develop and implement the strategic direction of IAN;
- Developing with the Working Group and IAN staff an annual budget and work plan for each calendar year;
- Producing quarterly reports to the Working Group regarding achievement of work plan goals and actual expenses and revenues;
- Promoting IAN through networking with national immigration legal support providers and local immigration legal services agencies; travel to and participation in conferences; and other activities to increase IAN's visibility and usage;
- Promoting of IAN through regular communication with the membership;
- Providing direction, standards, and a cohesive plan of work for the team

- Ensuring that the assistant director can be successful working with a high degree of autonomy by providing the necessary supportive structure;
- Providing timely and regular feedback on performance of IAN Assistant Director to supervisor at host organization;

The Project Director will report to senior CLINIC staff and to the IAN Working Group. The Project Director is an employee of CLINIC and will be based in Washington, DC.

#### Job Experience Requirements:

- Minimum 5 years experience in immigration law or immigrants' rights issues;
- Successful record of project implementation and management;
- Demonstrated experience successfully developing and managing budgets;
- Demonstrated success in foundation and individual fundraising;
- Experience working with a board of directors or similar advisory board.

#### Required Skills:

- Demonstrated excellent writing and oral communication skills, including public speaking;
- Ability to work both independently and as a team member;
- Ability to manage contractors, consultants, and remotely-located staff;
- Ability to work cooperatively with others;
- Familiarity with computers, common software programs, web-based research, content management systems, online communications and social networking tools preferred;
- Willingness and ability to travel.

Salary commensurate with experience. Generous benefits package. Send letter of interest, resume, references, and salary requirements by March 15th to: IAN Project Director, Human Resources, CLINIC, 415 Michigan Avenue, NE, #200, Washington, DC 20017. E-mail: [clinichr@cliniclegal.org](mailto:clinichr@cliniclegal.org). FAX: (202) 635-2649. No telephone calls, please. CLINIC is an equal opportunity employer; women, minorities, immigrants are encouraged to apply.