

Position Description
Executive Director
Families for Freedom

BACKGROUND AND MISSION:

Founded in September 2002, Families for Freedom (FFF) is a New York-based multi-ethnic defense network by and for immigrants facing and fighting deportation. We are immigrant prisoners (detainees), former immigrant prisoners, their loved ones, or individuals at risk of deportation. We come from dozens of countries, across continents. FFF seeks to repeal the laws that are tearing apart our homes and neighborhoods; and to build the power of immigrant communities as communities of color, to provide a guiding voice in the growing movement for immigrant rights as human rights.

FFF has evolved into an organizing center against deportation. We are source of support, education, and campaigns for directly affected families and communities—locally and nationally.

POSITION SUMMARY:

The Executive Director must have the vision and leadership skills to develop and strengthen relationships with a diverse set of stakeholders and to create short and long-term strategies for effective programs and growth. The ideal candidate will be passionate about advancing FFF’s mission, use consensus-building in executing plans and be capable of managing staff and mobilizing and organizing a membership of directly-affected immigrant community members. The Executive Director is critical to the growth and success of the organization and builds a structure for using resources as effectively as possible to achieve the organization’s mission while cultivating relationships with existing and prospective funders. This position requires leadership skills that include: taking initiative to guide and direct projects and get the work done; coaching and training staff and members to foster leadership and responsibility; being accountable for establishing a vision and direction for the organization while also prioritizing concrete goals and outcomes. Key responsibilities include fundraising and development, program, operations, and fiscal management. Working in partnership with the Board, staff, and members, the Executive Director will help to guide the organization to the next level of organizational growth. This position reports to the Board of Directors.

RESPONSIBILITIES INCLUDE:

- Work closely with the Board, members and allies to develop a strategic plan, which includes setting short and long-term advocacy, communication and fundraising goals for the organization.
- In collaboration with staff and members, facilitate the development of campaign and program objectives.
- Drive and diversify fundraising for the organization.
- Prepare and oversee annual budget.
- Represent the organization at conferences, meetings, legislative events and other gatherings.
- Develop and maintain strategic partnerships with public and private agencies, governmental and community leaders and media.
- Foster a community-oriented, supportive, and accountable work environment.
- Manage day-to-day operations of office including supervision of two staff members.

CANDIDATE QUALIFICATIONS:

- Direct experience in the sector or in a related field of immigrant rights, criminal justice or community organizing.
- Strong background in organizing or working directly with organizers.
- Experience or demonstrated interest working with membership-led community organizations.

- Knowledge of non-profit fiscal management, including fundraising, accounting and budgeting.
- Familiarity with city, state, and federal advocacy, policy work and campaigns.
- Superior and demonstrated ability in public speaking, written and oral communication and interpersonal relations.
- High-level proficiency in computer programs such as Microsoft Word, Power Point, Excel and Quickbooks.
- Bachelors' degree in a related field preferred.

IDEAL CANDIDATE CHARACTERISTICS:

- Passion, energy and personal commitment to advancing social justice.
- Decisive, creative approach to challenges and accountability for decisions.
- Team-building and collegial approach to work.
- Proactive in pursuing and cultivating opportunities for the organization.
- Able to thrive in a fast paced and intense work environment.
- Integrity and respect for colleagues and healthy sense of humor.

Compensation will be commensurate with skill and market. Benefits include employer paid health insurance and generous vacation and sick leave policies.

APPLICATION

To apply for this position, please submit a dynamic cover letter, a current resume, a writing sample, names, titles, and phone numbers of three references to: FFFEDsearch@gmail.com. Please submit these materials by June 15, 2011. Please do not make phone inquiries about applications. Applicants are strongly encouraged to ensure that their cover letter explicitly and passionately expresses why they think they are a good fit for this position and with Families for Freedom's mission.

Families for Freedom is an Equal Opportunity Employer that actively recruits women, people of color, persons with disabilities, persons with diverse gender and sexual identities, immigrants, and formerly incarcerated persons.