



1805 S. Ashland Ave. Chicago, IL 60608

Executive Director, National Partnership for New Americans

Position Overview

The Executive Director is responsible for ensuring the success and wellbeing of the National Partnership for New Americans' (NPNA) organizational priorities and sustainability. The Executive Director is hired and evaluated by the NPNA Board of Directors and reports to the NPNA Co-Chairs for Board.

Responsibilities include, but are not limited to, the following:

Strategy and Management

- Provide vision and analysis to set the organizational strategy and direction.
- Oversee strategic planning processes to ensure development of annual and long-term priorities and goals that reflect the interests of NPNA.
- Manage and support the membership and programs of NPNA, including long/mid/short-term goals, tactics to achieve goals, and measurable outcomes.
- Ensure that program plans are aligned with budget and financial management.
- Manage and support NPNA staff and consultants to ensure that plans are implemented effectively and evaluated to achieve goals.

Board of Directors Engagement

- Support Board Co-Chairs and Executive Committee in developing regular Board meeting and strategic planning goals, agendas and work plans.
- Actively engage Board members and member organizations in programs. Ensure strong human resources functions, including timesheets and payroll, hiring, evaluations, personnel policies and other employment functions.

Budget and Financial Management

- Oversee development and approval of annual budget.
- Ensure organizational financial management including long-term financial planning projections for budget development and maintenance.

Fundraising and Development

- Raise the annual budget in an effective and timely way.
- Maintain current funders while developing expanded funding for both the core operations of NPNA as well as joint programs of NPNA members.

Coalition, Collaborations and Partnerships

- Cultivate and maintain relationships with NPNA's members and partners.
- Oversee participation in collaborations and partnerships necessary to achieve strategic priorities.

- Work with the Board co-chairs in designing NPNA's role and relationship with core partners.

External Development and Communications

- Represent NPNA as public spokesperson in events and with media.
- Cultivate and maintain relationships with external allies, elected officials and other stakeholders to broaden NPNA's base of support and reach.

The Executive Director travels frequently, including trips to NPNA member organizations to strengthen the network and to Washington, DC to boost NPNA's national profile with legislators, national press and allies.

Candidate Profile

The ideal candidate will have the following skills, qualifications and experience:

1. Track record of successfully leading and "driving" the mission, work and advocacy of an effective pro-immigrant/pro-refugee organization;
2. Strong existing relationships with:
 - state, local and/or national current and/or future government and non-profit partners; with proven ability to build national relationships and coalitions
 - funders; with the ability and successful track record of raising funds in the immigration and refugee organizing, program and/or policy space
2. Strong expertise in immigrant policy and service provision.
3. Deep understanding of organizing, policy, and capacity-building strategies, with demonstrated campaign and policy victories.
4. Leadership style that creates a culture of transparency, open communication and collaboration with staff and throughout the organization; track record of investing in staff development, well-being and organizational team-building
5. Skill and demonstrated experience as effective "public face" of an organization; comfortable with public speaking to a variety of audiences, including the press, and an effective negotiator with allies and others
6. Demonstrates understanding of the intersectionality of the movement, impact of implicit bias and view of integration from various and multi-ethnic perspectives (not Latino-only or immigrant only).

To Apply: All interested candidates should send a resume and cover letter indicating the reasons they are interested in the position and directly answering the following questions:

- What are your personal and professional connections to the immigrant, refugee and/or asylee community?
- What is the highest value role that NPNA could play over the next 10 years?
- What current strengths should NPNA build, deepen and leverage?
- What, if anything, should NPNA stop doing altogether or scale back on?
- What weaknesses or challenges are the biggest barriers to NPNA's success?

Please submit your application to: EDSearch@partnershipfornewamericans.org as soon as possible. The application deadline is January 31, 2020. Applications will be reviewed as they are received and interviews will start early in 2020.

Commitment to Diversity and Inclusion: Diversity and inclusiveness are core values at NPNA, and the organization continuously strives to be an organization where everyone feels welcome and supported. It is the policy of NPNA to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity, genetic information and/or any other protected characteristic under applicable law. Individuals from underrepresented groups are especially encouraged to apply.

About The National Partnership For New Americans: The National Partnership for New Americans (NPNA) is a national multiethnic, multiracial partnership. We represent the collective power and resources of the country's 37 largest regional immigrant and refugee rights organizations in 31 states. Our members provide large-scale services—from DACA application processing to voter registration to health care enrollment—for their communities, and they combine service delivery with sophisticated organizing tactics to advance local and state policy. We exist to leverage their collective power and expertise for a national strategy. We believe America's success is rooted in our ongoing commitment to welcoming and integrating newcomers into the fabric of our nation, and to upholding equality and opportunity as fundamental American values. For more information about NPNA, please see our [website](#).