



## **Deputy Director Opportunity**

**Are you an individual that possesses a deep commitment to refugee and immigrant communities? Are you seeking a role that will encompass your grassroots experience with community organizations and leaders? Reporting to the CEO, this key leadership role within the ICIRR management team will work collaboratively in the organization providing day to day and strategic direction to the senior leadership team.**

**Who is ICIRR?** The Illinois Coalition for Immigrant and Refugee Rights is a mission driven social justice non-for-profit organization for and of the immigrant communities of Illinois. ICIRR is a 30 plus year-old membership organization composed of more than 138 dues paying organizations, the largest immigrant coalition in Illinois. Membership is broad based and includes: community-organizing groups, ethnic associations, unions, refugee organizations, churches, mosques and direct service organizations that work with diverse immigrant communities.

ICIRR's mission is to promote the full and equal participation of immigrants and refugees in the political, civic and economic life of our diverse society. In partnership with our member organizations, ICIRR educates and organizes immigrant and refugee communities to assert their rights; promotes citizenship and civic participation; monitors, analyzes, and advocates on immigrant-related issues; and, informs the general public about the contributions of immigrants and refugees. For more information about ICIRR please go to [www.icirr.org](http://www.icirr.org).

**What is the Opportunity?** Number two in the organizational structure and reporting to the CEO, the Deputy Director plays a key role in ICIRR a growing and complex organization. This position ensures implementation of the goals and strategy of the organization as well as helping the CEO make the most effective use of their time in ensuring communication is given to direct staff and external relations. Essential responsibilities are as follows:

- Serves as the lead staff member for the pre-planning of the process, identifying of consultant(s), conceptualizing the framework and scope, and implementation of the Strategic Plan
- Ensures that the organization, ICIRR staff and members, develops a plan to build intentional relationships with key allies, members and non-members, in order to keep them informed and active in the mission and work of ICIRR
- This plan may be campaign focused, or as part of a leadership development strategy, but must be intentional and aligned with our strategic plan
- As leader of the senior management team, provide guidance and facilitate what needs to be done to foster positive culture and communications among staff, including: staff meetings, retreats, senior staff meetings and follow-up
- Assists supervisors in creating work plans and development plans for their employee
- Oversees the organizing and political operations to ensure that work is integrated across our departments, and staff roles are clear and aligned
- Ensures that there is integration across the different committees that ICIRR convenes

- Makes certain that the committees are relevant and there is appropriate member engagement and ownership
- Ensures the highest and best use of the Action Council to develop and set the strategy for our work at all levels
- In collaboration with the Senior Policy Counsel, ensures that there is a process for our various stakeholders to be invested in our federal, state, and local policy work
- Ensures efficiency of our annual membership drive
- Supervises the public affairs department, and help to prioritize the overall needs of the organizations across the departments
- When necessary, assist with speaking to the media, and other external events.
- Assist the Executive Director with fundraising as needed including: proposal writing, communicating with donors and foundation staff, annual event and other special events
- Cultivation of key stakeholders elected officials, community leaders or member organizations.
- Attending funder briefings, or other convening that are key to positioning the organization
- Performs other duties as necessary

#### **What Qualifications are needed?**

- Minimum five-years of experience in public policy, social services, or other not for profit agency
- Minimum Bachelor's degree in public policy, social services or related field; post-graduate degree strongly preferred
- Experience working with and living within immigrants and/or refugee communities;
- Proven ability to work in coordination with others
- Detail oriented with the ability to juggle many different responsibilities simultaneously and complete them in a timely manner
- Bilingual language capability in Spanish preferred
- Supervisory and team leadership experience
- Experience with government funded programs
- Strong leadership skills, ability to collaborate and work in an ethnically diverse and flexible environment
- Well organized and analytical person with ability to be persuasive and tactful as well

#### **What's in it for you?**

- Medical Benefits – HMO coverage 100% Paid – PPO some cost to the employee
- Generous Vacation/Personal Day Policy
- Paid 4 week Sabbatical after 4 years of service
- 403b up to 2% Match

If your passion is aligned with our organization and you desire to make a great impact, we would like to speak with you! For consideration, please forward your resume and cover letter to <http://www.jobs.net/j/JKPhNAKS?idpartenaire=20132>

**ICIRR is an Equal Opportunity Employer: Disability/Veteran**

**Key words: Assistant Director, Managing Director, Vice-President, Director of Operations, Operations Manager**