



ASISTA Immigration Assistance, PO Box 12, Suffield, CT, 06078, <http://www.asistahelp.org>

Executive Director Job Announcement

Applications due by: April 17th, 2020

ASISTA's mission is to advance the dignity, rights, and liberty of immigrant survivors of domestic and sexual violence. A respected national leader in creating and strengthening legal protections for immigrant survivors of violence, ASISTA builds bridges across diverse sectors, supporting advocates and attorneys working on the frontlines.

ASISTA's co-founder and Executive Director, Gail Pendleton, has been a national pioneer and leader of this intersectional work since the 1990s and at ASISTA since 2002. She will be retiring in the fall of 2020. We are looking for our next bold and dedicated leader and advocate who will champion our efforts during these challenging times.

Overview

Over the last decade, ASISTA has become a powerful leader in creating and strengthening legal protections for immigrant survivors of violence. Amidst the constant and sweeping changes to immigration policy and challenges to the rights of immigrant survivors, ASISTA's work is more important today than ever.

ASISTA's founders helped write the Violence Against Women Act (VAWA) laws, including critical protections like the U visa, which helps immigrant crime survivors obtain safety and security. ASISTA has become the national go-to resource on survivor-based immigration protections, like VAWA self-petitions, U visa and T visa relief which enable immigrant survivors to work and live in our communities without fear.

ASISTA's hallmark is highly effective collaboration with a diverse group of partners. These collaborations and advocacy efforts often include state government officials, grassroots leaders, domestic violence and sexual assault survivor advocates, law enforcement, judges, immigration lawyers and beyond. By identifying what must be changed and embracing novel strategies to

achieve those changes, ASISTA utilizes the perspective of immigrant survivors of domestic and sexual violence to advance the rights of ALL immigrants.

A key part of ASISTA's work is to provide innovative training and mentorship to advocates, lawyers, judges and law enforcement to prevent and stop deportation of immigrant crime victims. Through this work, ASISTA strives to ensure that immigrant women, their children, and families suffering abuse and sexual assault may seek safety and justice without fear of deportation.

The Executive Director will report to ASISTA's 7-member Board of Directors. Presently, ASISTA has an annual budget of approximately \$650,000 and a talented staff of six, including four attorneys. The Executive Director will lead this dynamic organization at a time when we need that commitment and expertise more than ever. Candidates do not need to be attorneys.

Geographic Location

ASISTA operates in a remote office environment with staff located in Arizona, Connecticut, District of Columbia, Maryland, Massachusetts, and Texas. The new Executive Director's location is flexible though it is preferable if they live on the East Coast in order to be near the majority of the staff.

Preferred Experience and Qualifications

- A minimum of 10 years of experience in the field of gender-based violence and gender justice. Alternatively, experience in immigrant rights, public policy or a related field may also be considered.
- A minimum of 7 years in a senior leadership/ management role in a mission-driven organization.
- Extensive fundraising experience, including a track record of raising significant funds from foundations, the government and individual donors.
- Significant financial management and budget experience.
- Experience leading strategic and programmatic planning efforts.
- Nonprofit management experience including hiring, managing, and supervising a diverse staff; experience with remote management is desirable.
- Excellent written and oral communication, including effective communications with colleagues, funders, and collaborative partners.
- Experience working in and passion for coalition building and collaboration between likely and unlikely partners and collaborators from the grassroots to national level including lawyers and activists, survivors and advocates, community organizers, law enforcement and judges.
- Ability to travel extensively (about 25% of the time) in order to represent ASISTA.

Executive Leadership Skills and Attributes

The ideal Executive Director candidate will be an inspiring leader on immigrant rights and/or gender-based violence issues and someone with passion for and expertise in building a strong, effective organization and supporting a talented staff. We seek candidates who demonstrate the following leadership skills and personal attributes:

- A reputation as a principled strategic collaborator and advocate with keen listening skills and the ability to bridge philosophies and perspectives.
- Skills in team building, mentoring and developing staff leadership.
- An adaptive leadership style with the ability to problem-solve, navigate complex situations and relationships, and take advantage of strategic opportunities.
- Political smarts and a sophisticated intersectional analysis.
- A commitment and ability to center the experiences and perspectives of our constituents.
- An ability to generate big, visionary ideas and ideals and the capacity to convert them into solid strategies and action.
- A commitment to racial and gender equity, diversity and inclusion with a track record of instituting organizational policies and practices that advance racial and gender equity and diversity goals.
- A high level of emotional intelligence and capacity for self-reflection and self-improvement.

ASISTA is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bi-cultural individuals, as well as members of the lesbian, gay, bisexual and transgender communities. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.

Salary range depending on experience and location: \$115,000-\$130,000. ASISTA provides a generous benefits package.

To Apply

Nominations, inquiries and application materials must be submitted by April 17, 2020 to careers@asistahelp.org

Please include a cover letter, résumé and three references. Your cover letter should address the following: 1) Why you are interested in working with ASISTA and our constituents; 2) What you believe you would bring to the position of Executive Director; and 3) How your past experience and accomplishments are relevant to this position.

All inquiries and applications will be kept confidential.

For more information about ASISTA please visit our website www.asistahelp.org