



ASISTA Immigration Assistance Position Description: Executive Director

About this position:

The Executive Director ensures that ASISTA fulfills its mission, lives its values, and implements a strategic plan for success. Responsible for the overall leadership of the organization, the Executive Director upholds ASISTA's programming and actively works to secure and leverage resources to magnify and expand ASISTA's impact. The Executive Director builds upon ASISTA's extraordinary past, advances ASISTA's thought leadership, and strengthens ASISTA's voice in the field.

Responsibilities:

Reporting to the Board of Directors, the Executive Director provides leadership to the organization and oversees its day-to-day affairs. Primary responsibilities include:

Organizational Leadership & External Relations

- Represent ASISTA in a professional and knowledgeable manner to the public, government agencies, funders, partner organizations, and the media.
- Drive the strategic planning process, identifying creative and innovative ways to maintain ASISTA's vital and influential leadership in the field.
- Build and sustain relationships across government agencies, and community, state and national organizations to stay informed on emerging issues.
- Participate in collaborative efforts with other national organizations to advance public policy in support of immigrant survivors of gender-based violence.
- Oversee an organizational communications plan that effectively promotes ASISTA's programming and services to the field, and advocate for changes in public policy and institutional practices that better protect immigrant survivors and their families.
- Direct the administrative functions of the organization and supervise staff.

Fundraising & Financial Management

- Create, implement, and monitor a fund development plan to successfully diversify and grow new sources of funding that sustain current operations and future growth.
- Lead organizational efforts to identify new sources of grant funding, and oversee the development and submission of grant proposals.
- Develop and maintain positive relationships with all funding sources including government agencies, foundations, and individual donors.
- Direct development of the annual budget, monitor financial status, report on progress, and take corrective action as necessary to ensure financial integrity and continued financial health.

Board & Staff Relations

- Develop, maintain, and support the Board of Directors in its governance role, and foster its ongoing development and capacity building.
- Keep the Board informed of important developments and other information affecting the organization.
- Lead, mentor and develop staff, and maintain an organizational culture that values respect, diversity, work-life balance, professional development and teamwork.

Approach:

The Executive Director is expected to fulfill their responsibilities with an approach that reflects the following:

- A deep commitment to dignity and justice for immigrant survivors of violence and to ASISTA's mission, vision, and core values;
- A deep understanding of immigrant rights, racial and gender justice;
- A spirit of positive collaboration and teamwork, both internally with all ASISTA team members and externally with partner organizations and others;
- A commitment to proactive problem-solving;
- Strong integrity;
- Self-motivation; and
- Solid organizational skills.

ASISTA's Vision: Immigrants live in a just world free from violence.

ASISTA's Mission: To advance the dignity, rights, and liberty of immigrant survivors of violence.

ASISTA's Core Values:

- **Diversity:** We understand the intersecting nature of multiple forms of identity, and we believe that our efforts can only succeed when they amplify a wide range of perspectives and voices.
- **Collaboration:** We believe in building innovative partnerships and working collectively to confront the systemic injustice harming immigrant survivors.
- **Survivor-Centered:** We hold the experience of immigrant survivors, their strength and their resilience at the core of all we do.
- **Justice:** Our work is rooted in our efforts to eradicate systemic inequality.
- **Integrity:** We promote transparency by engaging internally and externally with honesty, dignity, and respect for all.
- **Impact:** We know that expertise enhanced by creativity and tenacity leads to meaningful change for survivors.
- **Sustainability:** We believe the movement to advance lasting success for immigrant survivors must comprise healthy organizations that value their employees and partners.

Leadership Near-Term Priorities

The Executive Director provides leadership both inside and outside the organization,

continually increasing ASISTA's mission impact. Toward these ends, the executive's near-term priorities for the next 12-18 months include:

- Thoroughly understand ASISTA – our history, values, mission, programs, finances, fundraising, structure and challenges.
- Become the leading face and voice of ASISTA.
- Work with board and staff to articulate a clear strategic vision and plan that proactively defines who we are, how we promote our expertise, and how will we grow our mission impact.
- Establish relationships and build trust with board, staff and key stakeholders.
- Strengthen the organization's financial position and build a sustainable fund development plan that optimizes fundraising practices, identifies new sources of income, and integrates earned income or entrepreneurial opportunities.
- Maintain a culture of transparency and teamwork.