

## **Executive Director**

### **Accepting applications on a rolling basis**

ASISTA is a national leader at the intersection of immigrant rights and gender-based violence, advancing the dignity, safety, and liberty of immigrant survivors of domestic and sexual violence. For more than three decades, ASISTA has shaped survivor-centered immigration law and policy while supporting the advocates and attorneys working on the frontlines across the country.

As our long-serving Executive Director, Kirsten Rambo, PhD, prepares to transition into a new role, ASISTA is seeking a bold, thoughtful, and values-driven leader to guide the organization through its next chapter. This transition offers a rare opportunity for overlap and intentional onboarding with Kirsten, ensuring continuity while positioning ASISTA for long-term impact during a pivotal moment for immigrant survivors. The Board is open to structuring the role in a way that best supports ASISTA during this period of transition and growth.

### **About ASISTA**

Founded in the 1990s by nationally recognized pioneers Gail Pendleton and Sonia Parras Konrad, ASISTA has played a defining role in shaping legal protections for immigrant survivors. Our founders helped draft the Violence Against Women Act (VAWA), including landmark provisions such as the U visa, which enables immigrant survivors of crime to seek safety, stability, and lawful status.

Today, ASISTA is widely regarded as the national authority on survivor-based immigration relief, including VAWA self-petitions, U visas, and T visas. In a landscape marked by constant policy shifts and heightened threats to immigrant communities, ASISTA's work is both urgent and essential.

A core strength of ASISTA is our ability to convene and collaborate across sectors. Our partners include grassroots advocates, survivor leaders, immigration attorneys, judges, law enforcement, policymakers, and national advocacy organizations. Grounded in the lived experiences of immigrant survivors, ASISTA identifies what must change and pursues creative, practical strategies to advance the rights of all immigrants.

ASISTA also provides high-impact training and mentorship to advocates, attorneys, judges, and law enforcement nationwide. Through this work, we help ensure that immigrant survivors and their families can seek protection and justice without fear of deportation.

## **The Opportunity**

The Executive Director reports to a dedicated six-member Board of Directors and leads a highly skilled remote team of eight staff, including five attorneys. ASISTA currently operates with an annual budget of approximately \$855.040 and is well-positioned for growth.

This is an exciting opportunity for a leader who thrives at the intersection of advocacy, strategy, and organizational leadership, and who is energized by guiding an organization through transition while laying the groundwork for long-term success. The Executive Director will steward ASISTA's mission, strengthen its financial foundation, support and grow a talented staff, and serve as a national voice for immigrant survivors.

Candidates do not need to be attorneys.

## **Location**

ASISTA operates as a fully remote organization, with staff located in Maryland, Massachusetts, North Carolina, New York, Pennsylvania, Wisconsin and Texas. The Executive Director may be based anywhere in the United States, though an East Coast location is preferred to align with the majority of staff.

## **Key Responsibilities**

- Provide strategic, mission-driven leadership during a critical period for immigrant survivors and the organizations that serve them
- Partner with the Board of Directors on governance, strategy, and organizational sustainability
- Lead fundraising efforts, including foundation, government, and individual donor engagement
- Oversee financial management, budgeting, and compliance
- Support, supervise, and mentor a diverse, remote staff
- Guide programmatic and policy priorities in collaboration with staff and partners
- Serve as a national spokesperson and representative of ASISTA

## **Preferred Experience and Qualifications**

- At least seven years of experience in immigrant rights, gender-based violence, public policy, gender justice, or a related field

- At least five years of senior leadership or management experience in a mission-driven organization
- Demonstrated success in fundraising, including securing significant support from foundations, government sources, and individual donors
- Strong financial management and budgeting experience
- Experience leading strategic and programmatic planning processes
- Nonprofit management experience, including hiring and supervising staff; experience managing remote teams is a plus
- Excellent written and verbal communication skills
- Deep experience and enthusiasm for coalition-building across diverse sectors and perspectives
- Willingness to travel up to 25% of the time
- Bachelor's Degree, Master's Preferred

### **Leadership Attributes**

The ideal candidate will be a respected and inspiring leader with a strong commitment to immigrant survivors and organizational excellence. We are seeking someone who brings:

- A reputation as a principled, collaborative advocate with strong listening skills
- The ability to build, mentor, and retain high-performing teams
- An adaptive leadership style and comfort navigating complexity
- Strong political judgment and an intersectional analysis of immigrant and gender justice issues
- A commitment to centering survivor experiences in advocacy and organizational decision-making
- Vision, creativity, and the ability to translate ideas into action
- A demonstrated commitment to racial and gender equity, diversity, and inclusion
- High emotional intelligence and a commitment to continuous learning

## **Compensation and Benefits**

The salary for this position is \$125,000 - \$150,000, commensurate with experience and location. ASISTA offers a generous benefits package.

ASISTA is an equal opportunity employer. ASISTA is committed to fostering an inclusive workplace rooted in respect, dignity, and belonging.

## **How to Apply**

Applications will be reviewed on a rolling basis until the position is filled. Please submit a cover letter, résumé, and three references to [careers@asistahelp.org](mailto:careers@asistahelp.org).

Your cover letter should address:

1. Your interest in ASISTA and the communities we serve
2. What you would bring to the role of Executive Director
3. How your experience prepares you for this position

All applications and inquiries will be kept confidential.

To learn more about ASISTA, visit [www.asistahelp.org](http://www.asistahelp.org).