



NATIONAL IMMIGRATION LAW CENTER
Job Announcement
Policy Director, Washington, D.C., Office

June 2009

POLICY DIRECTOR
(Washington, D.C.)

****REVISED ANNOUNCEMENT****

The National Immigration Law Center (NILC) is seeking a Policy Director for our Washington, D.C. office. This is an exciting leadership opportunity for someone committed to immigrant rights and social and economic justice with demonstrated experience in legislative and administrative advocacy, and other aspects of government relations. The Policy Director will help to develop and implement NILC's advocacy agenda, supervise mid-level management staff and provide technical and strategic assistance to all policy staff. The Director will assume a leadership role at the agency, helping to develop and implement the strategic plan to further NILC's mission.

NILC is a national legal advocacy organization working to promote and advance the rights and opportunities of low-income immigrants and their families. Since 1979, NILC's policy advocacy and impact litigation have resulted in significant victories promoting the fair treatment of low-income immigrants by courts and government agencies, and ensuring immigrants are fully integrated into society by expanding their access to employment, health care, and other services. NILC has an annual budget of close to \$3 million and a staff of 30. The Policy Director will join a team of bright staff committed to improving the lives of low-income immigrants through legislative and administrative advocacy, litigation, and other strategies.

This is a full-time, exempt, salaried position. The Policy Director reports to the Executive Director, and is a member of the organization's Executive Committee.

Responsibilities

- Work closely with the Executive Director to develop and implement NILC's policy agenda, and represent NILC in Washington, DC when appropriate.
- Lead NILC's policy work in multiple issue areas, including immigration, access to public benefits and health care, employment rights, state and local policies, etc.
- Identify strategic opportunities where NILC's expertise can reform laws and policies that benefit immigrants.
- Provide technical expertise and support to professional policy and advocacy staff in developing strategies and messages on key legislative and administrative issues.
- Provide expertise and professional advice to Executive Team to inform and shape the development of NILC's policy agenda that is consistent with our vision, mission, guiding principles, programmatic priorities, etc.
- Work with NILC staff to develop and expand relationships with national and local organizations, coalitions, and targeted communities that support immigration (business, union, religious organizations, etc.) and coordinate common advocacy efforts.
- Lead staff and coalition-building efforts in developing advocacy, public opinion, and education campaigns.
- Oversee the development and widespread distribution of NILC materials for use in advocacy efforts (including talking points, analysis of congressional and administration proposals, and action alerts).
- Provide leadership; facilitate teamwork and coordination among staff.
- Conduct presentations to a wide range of audiences, including before government agencies and policymakers.
- Integrate policy and program functions at NILC and help ensure integration with NILC's legal/litigation functions.

****Revised** June 9, 2009**

Education/Training

- Juris Doctor degree from an accredited university or Master's Degree in Public Policy, Public Administration or closely related field.

Experience

- Demonstrated experience in federal advocacy required with preference for direct lobbying or other relevant experience in Washington, D.C.
- Experience and/or familiarity with analysis of federal budget and policy implications strongly preferred.
- Experience in upper-level management, providing mentoring, coaching and direct supervision to attorneys and/or professional policy analysts strongly preferred.
- Non-profit organization experience strongly preferred.
- Demonstrated experience in a leadership role in multi-organization collaborations and/or networks.
- Experience developing program or departmental budgets and tracking grant expenditures strongly preferred.
- Immigration law experience an important plus.

Knowledge/Skills/Abilities

- Strategic thinker with critical analysis and political acumen. Demonstrated experience with legislative or political campaigns.
- Knowledge of and contact with Congresspersons and their staff strongly preferred.
- Strong planning and organizational skills with a demonstrated ability to conceive, strategize, implement and design complex and diverse projects.
- Superior research skills.
- Excellent verbal and written communication skills, including the ability to work closely with communications and publications staff to develop public relations messages and tactics that promote NILC's vision, mission and goals.
- Extensive knowledge of the issues affecting low-income immigrants and familiarity with the needs and perspectives of this population.
- Ability to work and communicate collaboratively with all levels of staff and a diverse group of constituents.
- Ability and willingness to travel nationally as needed.

Salary and Benefits

SALARY RANGE: NILC Executive & Management Salary Scale, DOE. Excellent benefit package includes health, dental, vision, and 403(b) plan.

To Apply

Position is open until filled. Please send a cover letter, resume, writing sample, and five professional references to the National Immigration Law Center, Ref# PD09-01 by email to jobs@nilc.org or fax to (213) 639-3911. Position is open immediately. Please do not send duplicate materials. Incomplete applications will not be considered. **No phone calls, please.**

NILC is an equal opportunity employer; people of color and individuals from diverse backgrounds are encouraged to apply. NILC does not discriminate on the basis of race, color, national origin, citizenship status, ethnic background, religion, political orientation, gender, sexual orientation, age, or disability.