

# **EXECUTIVE DIRECTOR**

## **Justice for Our Neighbors – New York**

Justice for Our Neighbors-New York, a faith-based non-profit dedicated to providing legal services to immigrants, seeks an Executive Director. The Executive Director (ED) serves as the primary leader, external champion, and internal manager of Justice for Our Neighbors-New York (JFON-NY).

### **Responsibilities**

Responsibilities of the position include:

- Carry out all components of fundraising, including writing and reporting for government and private foundation grants, administering an annual campaign and cultivating individual donors, and strengthening partnerships with local and general church faith communities, law firms, and others. Identify and pursue new sources of revenue for the organization.
- Initiate and maintain strong working relationships with a wide range of stakeholders including government agencies, other nonprofit organizations, faith communities, law firms, and volunteers.
- Supervise staff and work collaboratively to ensure that resources are in place for staff to be successful and that goals met.
- Ensure adequate volunteer support is available for both legal and non-legal work within the organization.
- Develop a strategic plan in consultation with the board of directors and ensure its execution.
- Carry out an annual operating budget of nearly \$200,000 and ensure the financial health of the organization.
- Engage closely with the Board of Directors and identify strong candidates for board recruitment.
- Serve as spokesperson for the organization, sharing the mission to audiences of various sizes and demographics.
- Assist in other ways as needed in a small non-profit environment.

## **Qualifications**

Qualifications for the position include:

- Bachelor's degree required. Master's degree highly preferred
- Minimum three years of nonprofit management experience
- Minimum three years of fundraising experience, including donor recruitment and development as well as grant writing and reporting
- Minimum three years working with a board of directors
- Experience in volunteer recruitment and management
- Excellent communication skills, including public speaking and writing; Spanish speaking candidates are encouraged to apply
- Financial acumen and experience preparing and carrying out a budget
- Ability to identify and pursue new sources of funding and partnerships
- Comfort in faith-based settings and speaking at churches and other communities of faith.
- Work experience in human services field with direct client contact highly preferred
- Familiarity with immigration law and immigration-related issues highly preferred
- A sense of humor and ability to lead with enthusiasm in a family-friendly nonprofit environment

Please send cover letter, resume and references to:

Rev. Marjorie Nunes  
[reverend.nunes@verizon.net](mailto:reverend.nunes@verizon.net)