



**FREEDOM
FOR IMMIGRANTS**

Job Title: **Executive Director**

Location: **Remote**

Salary: **\$175+**

About Freedom for Immigrants

Freedom for Immigrants (FFI) is a national nonprofit devoted to abolishing immigration detention. We work with people inside of and impacted by detention, our volunteer base, and community partners to monitor human rights abuses inside the immigration detention system and advocate for local, state, and federal policies that will end this cruel and inhumane system. As abolitionists, we dream of and advocate for a people-centered, just, and humane vision in which immigrants are welcomed with the provision of community-based support and services in place of carceral and punitive systems. We do this work because we believe that liberation and the right to move and migrate freely are inherent and human rights held by all people. As we work to attain this vision, we are guided by the following core values and principles:

- **We are dedicated to abolishing immigration detention as we support organizing and power-building initiatives that center the most impacted.** We believe communities most impacted by immigration detention should be at the forefront, and advocate for improved conditions of confinement, provided that they do not conflict with our goal of abolishing the detention system.
- **We bring our lived experiences with immigration, detention, and confinement to this work.** Many of us have witnessed or been touched by the injustices of the immigration system and immigration detention. We are guided by the belief in and commitment to person-to-person connections as a form of healing justice, which is foundational to our movement.
- **We understand that our service and advocacy effort can never be politically neutral.** We reject any framework that is purely charitable and replicates structural power inequities.
- We know that the immigration detention system is a part of the prison industrial complex and is built upon a long history of white supremacy, racialized capitalism, and imperialism. **We stand with allied organizations fighting for abolition of all prisons and jails.**

*FFI is committed to the recruitment and retention of staff that is reflective of the communities we work with. We strongly encourage applications from immigrants, Black, Indigenous, People of Color (BIPOC), women, people with disabilities, members of the LGBTQ+ community, and other underrepresented and historically marginalized groups.

**We invite you to explore our approach, strategies, and theory of change at <https://www.freedomforimmigrants.org/>.

FFI Transition and Learning Journey

Over the last year, FFI has undergone major shifts in philosophy and approach regarding how we work collectively and equitably to abolish immigration detention. Our strategies prioritize and center the voices of directly impacted people, and are rooted in principles of community organizing, anti-racism, healing, and transformative justice. This approach enables us to 1) deepen and develop authentic relationships with local and BIPOC-led groups, 2) utilize narrative change and integrated advocacy to center and elevate voices inside detention, and 3) strengthen capacity-building for our volunteer base.

It is one thing to advocate for equity and inclusion within our work; it is another to turn the lens inward and commit to living those values at the level of day-to-day and organizational practice. Our team is committed to fully participating in a learning journey while working daily to operationalize the racial equity and antiracism practices that we seek in the world. Our commitment to living our values and transforming our practices involves more than appeals to “diversity” or “inclusion”.

We understand that genuine racial equity and anti-racism require transformation: a thorough and deep shift in organizational practices, norms, culture, and composition. Our transformation will touch every aspect of FFI’s operational and organizational life, from hiring and recruitment to daily management and more. It has been remarkable to see the fruits of our initial efforts, not just in the composition and practices of the leadership and staff, but also in the ways in which this commitment to racial equity has unlocked new forms of collaboration, creativity, innovation, and impact in our outward-facing work. This commitment to racial equity and anti-racism represents an ongoing project as we continue the work of building an anti-racist inclusive organization.

Executive Director Position Overview & Candidate Profile

Since FFI’s creation in 2012, our initiatives have grown significantly in complexity and scale, and we anticipate continued evolution in the years to come. We currently have

a staff of 11 full-time employees, are on track to fill two more full-time positions before the end of the year, and have an FY2023 operating budget of \$2.8 million.

As we continue to grow, we are aware of—and energized by—the challenge of deepening how we live our values. We are searching for a visionary leader who can bring an audacious vision for working collectively toward abolition and pragmatic implementation skills to ultimately bring that vision to life. The ED will approach challenges with a curious and creative mindset, embrace shared leadership practices, and demonstrate a commitment to and experience with operationalizing racial equity and antiracism practices.

The Executive Director (ED) will have strategic and operational responsibility for leading FFI's journey and evolution from a small, founder-led startup into a mid-sized, national organization. They will have the opportunity to shape and cultivate an organizational culture rooted in racial equity and antiracism practices; ensure that transparency and accountability are embedded in internal and external communication and workflow practices; and, co-create collective and inclusive decision-making agreements and processes among staff and board.

This **remote** position reports directly to the Board of Directors and is responsible for leading strategic planning, organizational management, community relations, and resource development for the organization. The ED will collaborate with dedicated and passionate staff to ensure the organization successfully moves to its next stage of impact, including creating and implementing a strategic plan. **The staff and Board look forward to partnering with the ED to define, co-create and adopt shared leadership and collective decision-making practices.**

A successful Executive Director will:

- Lead with a strong commitment to racial equity and antiracism principles across the organization and its programming.
- Partner effectively with the Board to develop a guiding vision of the organization's future.
- Achieve robust financial growth.
- Balance effective leadership of major initiatives with attention to organizational management.
- Increase the organization's visibility, impact, partnership, and leadership within the immigration detention abolition community.
- Cultivate, deepen and expand partnerships and collaborative relationships with local and national movement partners.

- Lead strategic planning process and oversee implementation.
- Shape the vision and priorities for the organization's programs according to strategic goals.
- Enhance the organization's public profile as its primary spokesperson and "public face."

The Executive Director is responsible for long-range planning, fund development, Board relations, marketing, and media strategy, external relations, employee management, and program planning and oversight. Responsibilities also include collaboration with the Board as a whole and with individual members. The Executive Director will also provide leadership in the following areas:

Fundraising

- Work with the Board and Development team to raise funds by strengthening existing relationships, cultivating new donors, and expanding opportunities for earned income.
- Work with the Board and staff to develop and maintain traditional as well as innovative fundraising strategies.
- Develop a multi-year funding plan to meet annual budget goals.
- Maintain and expand relationships to build a reliable revenue stream from individual donors, foundations, corporations, government entities, and other funding sources.

Finance

- Demonstrate competence in the development and understanding of all financial documents, including budgets, cash flow, income statements, balance statements, and statements of functional expenses, as well as understand the basics of a 990-tax return, financial reviews/audits, and compliance.
- Work with the Board Treasurer and the Director of Finance & Operations to review and approve the annual financial review and tax filings.
- Oversee the annual budget and operating plan, ensuring proper fiscal accounting and controls.
- Provide support and mentorship to the Director of Finance & Operations to ensure proper oversight of budget spending and controls.
- Ensure compliance with all legal, fiduciary, local, state, and federal entities.
- Approve org-wide salary increases and benefits package.

Board Governance

- Work closely and collaboratively with the Board, utilizing the knowledge, skills, and experience of Board members to periodically evaluate and fulfill the organization's mission.
- With the Board, determine and refine organizational vision, goals, and policies.
- Support and collaborate with the Board Chair and Executive Committee on the organization's fiduciary and strategic initiatives.
- Support and drive Board recruitment activities.
- Evaluate current programs/priorities and develop a strategic planning process.
- Staff liaison to all Board Committees.
- Prepare all Board meeting materials.

Programming & Staff Management

- Supervise the Deputy Director, Director of Finance & Operations, and Director of Development.
- Provide leadership and management of staff to build and nurture an organizational culture that amplifies a transparent vision, vibrant teamwork, and accountability. ED directly supervises the Deputy Executive Director, Director of Finance, and Development Director.
- Refine and guide a renewed organizational voice and FFI's communications and narrative strategy.
- Working with staff and various constituents to prepare a content strategy to guide programming decisions, including relevance, impact, and audiences.
- Inspire, energize, coach, and develop a diverse team with multiple perspectives and talents, and motivate and collaborate, actively seeking input from all staff.
- Hire qualified staff needed to achieve program goals and support administrative functions.
- Oversee the annual review process of staff.
- Plan and execute the allocation of available resources to achieve the organization's mission and strategy most effectively, including working with consultants and independent contractors.

Organizational Guidance

- Oversee operational and technological systems to ensure organizational growth, including human resources, finances, data management, property management, website development, marketing and communications, social media, and earned revenue streams.
- Consult with legal and finance professionals as needed.

Communications/Community Relations

- Serve as the primary liaison to external organizations.
- Serve as the organization's liaison and spokesperson to the public, funders, the media, and other constituents and allies.
- Approve press releases and press inquiries; be available for interviews and speaking engagements as needed.

Leadership Profile & Attributes

While no candidate will possess every quality, the successful candidate will possess many of the following qualifications and attributes. Even if you aren't sure but are excited about the position, we encourage you to apply!

The right leader for this role is someone who is highly strategic, collaborative, and team-oriented, effective at resource development and management, and intimately familiar with the power of collective action. This person need not look like a typical ED, but their commitment to abolition and immigrant justice must shine through their life experiences and work.

FFI is an organization that strives to retain and elevate our humanness in the workplace. This is a supportive culture where staff/group therapy is embraced to enhance our work and relationships. FFI strives to create a culture centered on care, sustainability, and compassion for our shared humanity by finding ways to connect with and celebrate one another outside of our regular work. We have a staff music playlist and wear silly hats to Zoom parties, so not taking yourself too seriously is a 'must'.

Ideal candidates will have most, if not all, of the following qualifications and characteristics:

- Mission, vision, and values alignment demonstrated through work, activism, and/or personal experience:
 - Passion for justice and equity, including familiarity with anti-oppression/antiracism frameworks, and racial and social justice movements
 - Curiosity about, and ideally, knowledge of, and experience (lived experience preferred) with immigration detention
- Ability to imagine and build new systems that foster a more equitable, liberated world.
- Awareness of the contradictions embedded in the non-profit industry and willingness to navigate those contradictions with integrity.
- Commitment to Anti-Racism
- Lived Experience and Movement Work

- Shared Leadership
- Fundraising and Passion for Relationship-Building
- ***While undergraduate and graduate degrees in a relevant field are very helpful, neither are required when candidates can demonstrate significant evidence of equivalent experience and training. Equally, direct experience in non-profits, immigrant justice, and detention abolition work is highly desirable but is not a deal-breaker.

Professional Competencies & Personal Characteristics

Connection to the Mission

The Executive Director will have lived experience with navigating the US immigration system, including immigration detention (highly preferred), and a deep personal commitment to the lived experiences of people impacted by immigration detention. The Executive Director will have a strong commitment to racial, gender, and economic justice and will ensure these values will be reflected in every aspect of FFI's work. An unpretentious individual of unquestionable integrity and ethics, the Executive Director will possess emotional intelligence and exude empathy and care when meeting partners, community members, staff, and board members where they are while moving FFI's work forward. Bringing a social justice and activist lens, the Executive Director will apply organizing skills to center the voices of the directly impacted while uniting people with disparate experiences and opinions around a shared mission.

Strategic Vision and Leadership

The Executive Director will be an inspiring leader and visionary thinker with the ability to create a culture of racial equity/antiracism, excitement, and energy. They will have the capacity to think strategically about the detention abolition movement and the organization's role within it. This individual will be capable of establishing a clear and understandable vision for amplifying the visibility of immigration detention, lifting BIPOC experiences in particular, and engaging the entire community in the implementation of FFI's vision and goals. The Executive Director will be an innovative and strategic thinker who embraces and excels at bringing ideas together to build upon the organization's legacy. This individual will have experience planning and executing programs that include ongoing maintenance and potential expansion. A problem-solver, they will understand the subtleties of motivating and directing, as well as delegating, handling, and prioritizing multiple activities and responsibilities. They will be a practiced leader and advocate who can negotiate with care and intention, while remaining decisive, proactive, and prioritizing relationships over tasks.

Relationship Builder & Collaborator

The ED will be a strong networker and skilled at building effective relationships at multiple levels within an organization, coalition, or community. They will have a high level of emotional intelligence and be able to build trust to develop productive and fulfilling relationships with the Board, staff, movement partners, community partners, and donors. The ED will be a strong leader, communicator, and collaborator skilled at listening to and learning from the people in and impacted by immigration detention. This leader will have the ability to develop a powerful sense of shared purpose in others and motivate them to engage and partner in preparation for the opportunities and challenges ahead.

Resource Development & External Affairs

The Executive Director will have meaningful leadership and management experience, preferably gained in complex organizations, coalitions, or community organizing that bring together diverse audiences; prior nonprofit management experience is beneficial, but not a prerequisite. Ideal candidates will have experience in fundraising and engaging donors around a compelling mission through strategic partnerships, private philanthropy, and/or individual giving. Bringing an established network of donors to the role is a plus; this proven fundraiser will be a flexible, confident, and self-motivated thought partner who will work with the Board of Directors and Development team in identifying and devising development strategies for FFI in order to strengthen its resource base.

The Executive Director is an effective and influential communicator, possessing strong verbal and written advocacy skills and the capacity to articulate FFI's mission to audiences to advance the organization's profile through marketing, media outreach, and external affairs. This individual will be inspired to listen intently to a variety of constituent groups, synthesize input, make decisions, and share information broadly to build consensus and support for action with a clearly articulated vision. The Executive Director will be a visible and passionate advocate for the organization both locally and nationally.

Organizational Leadership and Management

The ED will have a track record of success in management and empathetic leadership. They will be committed to leading a people-centered organization and engendering trust in the staff through a transparent and collaborative management style, focused on developing pathways for advancement, accountability, and innovation throughout FFI.

A proven leader, the Executive Director will bring strengths in maintaining budgetary and fiscal controls and sound administrative procedures. They will be equally effective in operating independently as well as on teams, and they will have

been successful in building cohesive, collaborative, and joyful work environments. They will bring a positive track record in recruiting, mentoring, and retaining a diverse and talented team, with a strong commitment to supporting the professional development of all staff.

The Executive Director will ideally have experience managing and developing Boards and ensuring Board engagement. This individual will lead with new ideas that are responsive to changing attitudes and technologies. They will have demonstrated leadership in coalition building and implementing programs and initiatives and institutional practices that support the organization's values.

Compensation and Benefits

This is a full-time, exempt, salaried position. The salary range begins at \$175K. All FFI staff are offered a comprehensive benefits package that includes medical, dental, and vision plans. Paid time begins at 25 vacation or closed-office days in your first year, sick and mental health leave, 13 holidays, and a generous sabbatical policy. Other benefits include life insurance, long and short-term disability, retirement planning with an employer match, remote office and cell phone stipends, and professional development funds.

Application Process

Please email hr@freedomforimmigrants.org with the following information:

– In lieu of a cover letter, please provide responses to the following questions:

1. Why are you excited about working with FFI?
2. Why is detention abolition important to you?
3. How do you define racial equity and antiracism, and how do you embed racial equity and antiracism practices in your work?
4. What experience (lived, personal, professional) would you bring to this position?
5. Which of the program areas are you most excited about and why?
6. Is there anything else that you would like to share about your experience, expertise, or perspective on detention abolition?
7. What questions do you have about the job description or FFI?

– Resume

– Include your first and last name followed by “FFI Executive Director” in the subject line

Applications received by September 30th will be prioritized. Applications will be reviewed until the opening is filled. Applications that do not respond to cover letter questions will not be considered.

Equal Opportunity

FFI is an equal opportunity employer, and we strongly encourage and seek applications from women, BIPOC, immigrants, people with disabilities, people who are bilingual or multilingual, including nonnative speakers, as well as members of the lesbian, gay, bisexual, and transgender communities. FFI is firmly committed to complying with all federal, state, and local equal employment opportunity (“EEO”) laws. FFI strictly prohibits discrimination against any employee or applicant for employment because of the individual’s race, creed, color, sex, religion, national origin, age, sexual orientation, height and/or weight, disability, gender identity or expression, medical condition including acquired immune deficiency syndrome (AIDS) or AIDS-related conditions, marital status, partnership status, genetic predisposition or carrier status, military status, arrest record and any other characteristic protected by law.

Accommodations will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application. While performing the job responsibilities, accommodations will be made to enable people with disabilities to perform the job's essential functions.

Thank you!

Finally, thank you for taking the time to read this job description. We’re looking forward to getting to know you!