



## Hand in Hand Immigration Services

### JOB OPENING

**Title:** Executive Director

**Location:** Wenatchee, WA

**Starting salary:** \$70,000 - \$80,000 depending on experience and qualifications

**Reports to:** Board of Directors

#### **Summary:**

Hand in Hand Immigration Services, a federally accredited 501c(3) non-profit organization, seeks an Executive Director to lead this small but dynamic organization where immigrant families in North Central Washington receive accurate and trustworthy information about the U.S. citizenship process. The work we do truly helps people fulfill the American Dream.

The ideal candidate has a customer-service mindset and will work alongside founder, Norma Gallegos, and a diverse Board of Directors, to establish strategic direction and to achieve long term organizational sustainability through the development of strong internal systems, processes, and culture.

#### **Who We Are:**

Founded in 2012, Hand in Hand is a trusted place where legal residents are supported in becoming U.S. citizens. Citizenship gives the full set of rights and privileges that allows residents to fully engage in the communities where they live and work, including the right to vote and hold public office. To achieve these goals, Hand in Hand provides the following services: (i) assess individual eligibility for U.S. citizenship, (ii) prepare and file United States Customs and Immigration Services forms, (iii) present community information sessions, (iv) teach English and Spanish civics classes, and (v) provide case management and interview preparation.

Every year, we provide hundreds of individuals with accurate, up-to-date information on the citizenship process. As a result, 100-200 legal residents obtain their U.S citizenship each year with the help of Hand in Hand.

#### **Position Description:**

The Executive Director reports directly to the Board of Directors and has the following responsibilities.

#### **Primary Responsibilities**

1) Board Support and Development

Work with the Board to:

- Develop and fulfill the mission of the organization.

- Develop the strategic plan
- Recruit, onboard, and support board and committee members.
- Support efficient board decision-making and governance by developing meeting agendas and materials that include recommendations for actions.

## 2) Financial Planning and Management

- Create long and short-term financial plans and ensure sound fiscal management, operation within the approved budget, optimization of resources, and maintenance of the organization's positive financial position.
- Draft and manage the annual budget.
- Lead fundraising through foundation and government grant applications, corporate solicitation, individual donor development, and other avenues of revenue generation.
- Foster positive donor relations through the development of meaningful engagement and donor touchpoints such as events, communications, newsletters, and timely recognition.
- Produce monthly financial reports for the Board.
- Ensure compliance with local, state, and federal laws and regulations.
- Ensure timely and accurate filing of tax reports.

## 3) Operations and Communication

- Work with the board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.
- Effectively lead and manage the day-to-day operations of Hand in Hand.
- Manage community education efforts and English and Spanish civics classes.
- Hire and terminate with board approval, supervise, and support competent, qualified staff and develop a workplace culture that is collaborative, transparent, and collegial.
- Communicate the mission and goals of Hand in Hand to a wide range of audiences to foster community awareness and engagement.
- Manage and recruit volunteers for the organization.
- Establish and maintain standard operating procedures.
- Oversee all marketing, outreach, and communications, including web presence, social media messaging, public relations materials, events, and annual reports.

### **Qualifications:**

#### Required Qualifications

- Demonstrated passion and commitment to helping people on immigration issues or other

related work analogous to the mission of Hand in Hand.

- Demonstrated history of leadership and collaboration.
- Demonstrated history of revenue generation, preferably in a nonprofit setting.
- Demonstrated history of engaging in strategic planning and implementation.
- Experience developing and managing a budget and interpreting income statements and balance sheets.
- Strong organizational skills; including the ability to balance project management with building and implementing a shared vision as well as establishing and maintaining office structures, procedures, and systems.
- Minimum of two-year college degree.
- Minimum of two years of supervisory experience.
- Demonstrated ability to work both independently and in teams to build and manage an organization with a combination of staff, contractors, partners and volunteers.
- Demonstrated ability to build and maintain a positive work culture.
- A proactive and self-directed working style that excels with minimal oversight and in collaboration with others.
- Cultural competency, and a commitment to inclusive and anti-racist practices.
- Demonstrated integrity and the ability to exercise confidentiality and sound judgment.
- Comfortable with MS Office and other common office and productivity software.
- Flexibility concerning work schedule to accommodate occasional evening and weekend meetings, events, and outings.

#### Preferred Qualifications

- Demonstrated effective oral and written communication skills in both English and Spanish with internal and external audiences is strongly preferred.
- Familiarity with the social, economic, and political dimensions of North Central Washington or communities of similar composition.
- A proven track record of leadership in a mid-sized, community-oriented nonprofit.

*These qualifications are indicative of the types of candidates we are seeking for the role and are often found in individuals who have 7-10 years of relevant experience in addition to undergraduate or graduate training in Immigration, Nonprofit Administration, Business, Communications, or a similar field. However, we realize that a wonderful candidate may bring a wealth of experience that is not described in this list, and we encourage people with a passion for the work and who believe they can accomplish the job duties to apply, regardless of if they have the listed qualifications.*

**Compensation:**

The starting salary range for this role is \$70,000 - \$80,000 at 1.0 FTE, DOE. We provide a comprehensive benefit package and support for ongoing professional development.

**To Apply:**

Please send your resume and a cover letter sharing why you are interested in, and qualified for, this role to: [jobs@handinhandis.org](mailto:jobs@handinhandis.org)

First round of interviews will occur when a qualified pool of applications are received, but the position will remain open until it is filled.

*Hand in Hand Immigration is committed to an anti-racist practice rooted in equity, diversity, inclusion, and accessibility. We are proud to be an equal opportunity employer. BIPOC individuals (Black, Indigenous, and People of Color), women, gender nonconforming people, and people with disabilities are encouraged to apply.*