

Immigration Resource Center OF SAN GABRIEL VALLEY

Position Description: Executive Director

ABOUT US:

In 2007, Mountainside Communion entered into relationship with the Monrovia Youth Alliance (MYA), a youth organization embedded within the Santa Anita Family YMCA. For the next few years this partnership matured and friendships were forged. Through these relationships Mountainside learned the migration stories of many of the families involved. These were stories of courage, uncertainty, family, fear, and hope. Over the last fifteen years this transformative experience, relationships with local immigration attorneys, new friendships with immigrant neighbors, partnerships with other faith communities, and a physical space for church life, have all converged into what is now the Immigration Resource Center of San Gabriel Valley (IRCSGV).

The IRCSGV, an extension of Mountainside Communion – A Church of the Nazarene, is a nonprofit organization that supports the immigrant population in San Gabriel Valley by providing high quality low-cost immigration legal services, connecting clients to local community resources, and developing financial support that is transformative for the IRCSGV and its donors.

Some interesting facts and figures

Founded: 2014

Headquarters located at: 303 W. Colorado Blvd. Monrovia, CA 91016

Client contacts in 2021: 483

Clients provided legal services in 2021: 386

Our legal services focus on three main areas:

- 1) Naturalization services for permanent residents
- 2) Family-based benefits for mixed-status families

3) Survivor-based benefits for survivors of domestic violence or other forms of serious crimes.

To support our mission of providing accessible legal services, IRCSGV also focuses on developing strong community partnerships by performing outreach to local elected officials, schools, faith-based organizations, and other nonprofits that serve the immigrant population.

Our Vision & Values

IRCSGV exists so that all people might experience full inclusion in God's beloved community. We live this vision out by practicing communion, hospitality, and justice:

Communion - Intentionally welcoming people, regardless of immigration status, so that we might collectively share in God's beloved community

Hospitality - Thoughtfully creating space for belonging in relationships, practices, language, and immigration status.

Justice – Intentionally living out, publicly and privately, God's inclusive and restorative love for anyone and everyone.

What it's like to work with us

Employees of the IRCSGV work with a powerful team of staff and volunteers who are passionate, humble, creative, collaborative, and who live out our shared values of communion, hospitality, and justice. Employees of the IRCSGV also have the opportunity to work alongside colleagues of other ministries within this innovative community-based church model which hosts two vibrant faith communities as well as the Monrovia Community Garden and the Housing Displacement Response Program, both of which are partnerships between Mountainside Communion and the City of Monrovia.

About the opportunity

The Executive Director (ED) works closely with the Executive Staff Team of Mountainside Communion, the IRCSGV Advisory Board, and IRCSGV staff to carry out the IRCSGV's mission and goals. The ED provides organizational leadership and is responsible for the strategic planning, implementation, and results of the IRCSGV. The ED has the primary responsibilities of assuring the highest quality of client services, obtaining the organization's funding, managing financial budgets and operational results, and hiring, evaluating, and terminating IRCSGV staff and volunteers as a part of the overall Mountainside Communion staff development plan. The ED is also responsible for representing the IRCSGV in the communities it serves.

You'll work with

IRCSGV Staff: 8 employees, 3 volunteer attorneys, interns from local colleges and universities

Direct reports: Director of Legal Services & Director of Development

Report to: Lead Pastor of Mountainside Communion and the Advisory Board of the IRCSGV

How you will make an impact

Leadership

Serve on the executive leadership team of Mountainside Communion to ensure organizational health, coherence, and integration of the IRCSGV.

As a member of the executive leadership team of Mountainside Communion, work to ensure a participatory culture with communion, hospitality, and justice as practiced values.

Provide executive leadership and strategic direction to all IRCSGV staff.

Train and develop staff and teams in support of the IRCSGV mission.

Work with staff directors to oversee programs, establish program evaluation, and complete grant deliverables.

Strategy and Board Relations

Engage and inspire staff members, board members, clients, and other stakeholders in ongoing development and implementation of the IRCSGV playbook.

Strategize with IRCSGV Advisory Board Chair and Executive Committee regarding board growth

Resource Development

Together with the Director of Development, maintain, create, cultivate and grow the stewardship of multiple sources of revenue to ensure the long-term sustainability of the IRCSGV budget.

Work closely with the Director of Development in ongoing individual donor solicitation, cultivation, and stewardship efforts with a focus on deepening donor commitment by engaging them in the mission.

External Relations Communication

Serve as the public face and ambassador for IRCSGV, carrying out a leadership role in client community organizations and other legal service and program-related organizations.

Oversee public relations activities for the organization, e.g., communicate and establish contacts and maintain positive relationships with governmental agencies, community organizations, immigrant communities, community leaders, faith communities, and funders.

Work with department heads and Advisory Board Chair to help implement an effective communications strategy to continually enhance IRCSGV's profile in immigrant communities, with donors and supporters, philanthropic and legal communities, and with local, state, and national policymakers.

Advocacy

Work with the IRCSGV Community Engagement committee to develop and maintain effective networks and coalitions of immigrants, policymakers, and community leaders that support humane and fair policies that affect immigrants.

About the right person

Leadership Traits

- Experience with faith-based environments and ability to provide leadership that is sensitive to communities of faith.
- Passion for building a team environment and supporting a collaborative work culture across disciplines.
- Encouraging professional development of staff and supporting staff in obtaining and enhancing their skills to perform the organization's work.
- Conveys a visionary style and approachable posture that brings people together to support the mission.
- Displays the characteristics of passion, humility, courage, intelligence, creativity, and humor equal to the challenges of this position.

Personal characteristics

- Well-developed interpersonal skills, maturity, credibility, confidence, and unquestioned integrity
- Excellent oral and written communication skills
- Collaborative, with strong focus on teamwork
- Confident and comfortable making decisions
- Capable of generating ideas, establishing direction, and obtaining commitment

What makes you qualified:

- A commitment and enthusiasm to contribute to the mission and vision of Mountainside Communion.
- Professes and demonstrates a commitment to the Christian faith and the embodiment of these commitments in practice and relationships.
- An abiding interest and engagement in working with immigrant communities and direct experience providing services to immigrant and/or refugee communities.
- Demonstrated interest in serving the low-income immigrant and refugee communities, and experience working with persons of diverse economic, cultural, and ethnic backgrounds.
- Bachelor's Degree or higher in related fields.
- 5-7 years of experience in a senior management position in a related type of organization, preferably a legal services or legal advocacy program within the nonprofit sector.
- Management experience including leadership of a multi-departmental organization made up of skilled professionals.
- Financial oversight and reporting, and budget development.
- A successful track record in engaging fundraising, resource development, and grant writing.
- Understanding of the unique organizational structure of a legal services organization housed under the 501(c)(3) of a church.
- Bilingual: English and Spanish or Mandarin preferred.

Demonstrated Knowledge, Skills, and Abilities

- Demonstrated background and commitment to advocacy in support of improving opportunities for immigrants and protecting the rights/remedies of eligible clients.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies.

- Skill in budget preparation and fiscal management.
- Skill in staff management including hiring, evaluation, training and ongoing support.
- Knowledge of organizational structure, workflow, and operating procedures, and an ability to endorse and manage organizational change.
- Experience and skill communicating with organizational boards.
- Experience working with external stakeholders including elected officials, community members, partner organizations, and media contacts.
- Excellent communication skills and the ability to inspire the trust and confidence of the organization, public, and client communities.
- Ability to utilize technology for communication via social media, blog posts, and video.
- Planning and organizational abilities and strong problem-solving skill

What working here offers

Base Salary \$70,000 - \$80,000

Health benefits to include (Medical, Dental, Vision)

Application Process:

Please submit your resume to careers@ircsgv.org – please reference job title in the subject line and ensure contact name, email, and desired salary are provided.