### Job Title
Executive Director

### Employer/ Agency
Houston Immigration Legal Services Collaborative

In 2013, local organizations working with immigrant communities came together to address the lack of legal services capacity in the Houston region. These early meetings eventually became the Houston Immigration Legal Services Collaborative (HILSC or the Collaborative). Collaborative stakeholders include non-profit legal services providers, outreach and advocacy organizations, the business community, law school legal clinics, public agencies, and private foundations. HILSC advocates for immigrant inclusion, equity, and justice by uniting and strengthening diverse allies, developing holistic immigration legal services, and supporting creative initiatives through principled, values-based collaboration. Learn more at [www.houstonimmigration.org/about-us/](http://www.houstonimmigration.org/about-us/)

### Job Description
The Executive Director will provide overall leadership on all aspects of HILSC’s organizational activities. A successful candidate will have a passion for immigrants’ rights and an unwavering belief and commitment to collaboration as a means of planning, implementing and evaluating community-driven goals. The Executive Director will encourage dialogue, listen to community voices, synthesize feedback, assist in achieving consensus and facilitate a drive to action. The Executive Director will be the embodiment of the organizational values. The Executive Director must be able to work through conflict to help organizations and individuals with differing viewpoints achieve consensus on issues that impact immigrants and their families. With a calm and thoughtful approach, the Executive Director will help members focus on and transform the systems that impact immigrants and all immigration statuses.

**Leadership and Vision**
- Work with HILSC staff and partners to consistently review, refine and implement the HILSC Community Plan. Ensure information flows appropriately across the Initiative’s various groups and maintain communication with individual participants to sustain their engagement.
- Ensure that members organizations play a key role in developing and implementing solutions in the Community Plan.
- Continually seek out diverse individuals and organizations and support them to find roles within HILSC including supporting the Community Plan, becoming a HILSC member, serving on a workgroup and/or the Executive Committee.
- Assist other communities to develop immigrant rights/legal services collaboratives.
- Be the spokesperson in conjunction with HILSC members with multiple audiences including: the media, philanthropy, public officials, and community groups.
- Build, maintain, and share knowledge about community and national issues and trends that have impact on the work of HILSC.
- Ensure HILSC’s legal structure and Board of Directors support HILSC’s values, mission, and public policy goals.

**Fund Development and Fund Distribution**
- Sustain current and build new funding sources by
  - Being an accountable grantee.
O Offering innovative systemic approaches to address the rights and legal needs of immigrants in the greater-Houston area.
  o Recruiting national and local funders to join the Executive Committee of HILSC or otherwise support HILSC’s collaborative grant-making strategy.
  o Investigating new sources that support both HILSC and member organizations.
    • Distribute funding using an empowering and transparent participatory grant-making process.
    • Develop leadership within the Houston funding community by advocating for immigration issues.
    • Prioritize projects that are innovative, collaborative, and systems-level; focus on gaps in existing services; and build capacity within small organizations.

**Public Policy**
• By listening to and following the collective leadership of membership, develop a public policy action framework to guide all HILSC’s policy work on behalf of its membership.
• Serve as a leadership voice promoting holistic legal services as a core component of immigrant rights.
• Through public and private systems, facilitate opportunities for HILSC to meet the diverse needs (including non-legal needs) and promote the rights of immigrants and refugees living in the Houston area.
• Focus HILSC advocacy efforts on local issues and support other public policy coalitions with a state and/or national focus.
• Continually be aware of and monitor developing and ongoing public policy issues and opportunities to influence local public policy decisions.

**Organizational Administration**
• Be accountable for the day-to-day operations of HILSC through strong operational support and leadership.
• Hire, train, and supervise staff or contractors by mentoring and supporting individual leadership development.
• Plan and facilitate Executive Committee and General Membership meetings in collaboration with the Chair and/or other members of the Executive Committee and HILSC staff.
• Monitor grants received for proper compliance, reporting and alignment with donor intent.
• Maintain official records and documents, and ensure compliance with federal, state and local regulations.
• Act as the liaison between the Board/Executive Committee and the fiscal agent, bank custodian, accountant, auditor, and other contracted service providers.
• Develop and monitor an annual budget that is within reasonable and necessary limits, as determined by the IRS.
• Oversee the production and dissemination of HILSC publications, website, Annual Report, etc.

**Qualifications**
We are seeking an experienced, dynamic, creative, supportive and visionary leader with a passion for social justice and immigrant rights. The role involves collaborating with and across a diverse and multi-lingual HILSC network of individuals, organizations and other coalitions. We are looking for a leader with a commitment to racial justice and equity.

**Minimum Qualifications**
• Demonstrated commitment to advancing social justice, ideally immigrant rights.
• Personal commitment to anti-racist leadership, education, and personal growth
• Significant experience in a community nonprofit organization, government agency, or similar organization, preferably at a senior or executive level and/or focused on creating systems change.
• A proven track record in leading a collaboration/coalition of diverse partners.
• Knowledge, appreciation, and commitment to staying abreast of immigration issues on the local, state and national level.
• Facilitation skills with diverse groups that have common beliefs and goals.
• Proven track record of effective internal team leadership.
• Proven track record as an effective fundraiser including extensive grant writing experience.
• Excellent communication skills when dealing with multiple audiences which will include philanthropy, public officials, established and grassroots nonprofits.
• Knowledge and experience with best practices in non-profit management.

Preferred Qualifications
- Individual from under-represented community and/or lived immigration experience
- Public policy experience with a focus on elevating immigrant voices

Work Environment & Performance Standards: Office environment, with travel to local meetings and events. Applicant must have access to reliable transportation. A flexible 40 hour work commitment, with some weekend and evening work. Ongoing performance evaluation throughout the year, plus annual performance review.

Salary/Hours
Salary commensurate with experience in the range of $110,000 to $120,000. Our benefits package currently includes medical, vision, and dental insurance, FSA, long term disability, life insurance, family leave, paid holidays, cell phone reimbursement, and matching 6% retirement.

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Application Method
Please submit a resume and cover letter as a single PDF file to jobs@houstonimmigration.org

https://www.houstonimmigration.org/job/executive-director-hilsc/

Opening Date
Immediate, priority given to resumes received before March 30th, 2020.

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.