



# Pennsylvania Immigration and Citizenship Coalition

*Advocating for Immigrants, Migrants, and Refugees*

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## EXECUTIVE DIRECTOR

**Seniority Level:** Executive

**Industry:** Non-profit Organization, Immigrant Rights

**Employment Type:** Full-Time, Exempt

**Employment Location:** Philadelphia, PA / Hybrid with three days in the office

### ABOUT US:

[The Pennsylvania Immigration and Citizenship Coalition](#) (PICC) is a diverse coalition of over 50 member organizations. Our membership includes community groups, social, health and legal service providers, advocacy organizations, labor unions, and faith communities. PICC plays a unique role as the only organization in Pennsylvania that brings together organizations and individuals representing different ethnicities, immigration statuses, faiths, and other backgrounds, to work collectively on immigrant rights in Pennsylvania.

PICC's work is guided by the following values:

- **Collaboration** – We are committed to broad-based coalition work and embrace the challenge of finding common ground and building positive working relationships between diverse groups and individuals.
- **Engaging Diversity** – We believe that by working together as diverse immigrant groups we increase our collective power and impact. We are committed to addressing diverse communities' identified needs, reflected within our advocacy, organizing and program work, as well as within PICC's leadership.
- **Immigrant Leadership** – We support and facilitate the development of leadership within immigrant communities to ensure that immigrant communities are at the fore in defining and leading our work.
- **Collective Ownership** – Our work moves forward through the time, energy and commitment of our member organizations, community leaders, staff, and Board.

### WHO YOU ARE:

The Executive Director of PICC is a highly effective leader, communicator, masterful storyteller and bridge builder with the proven ability to lead collaboration among groups representing multiple nationalities, languages, ethnicities, religions, and other identities and their intersections. They are a compassionate, persistent, and adaptable leader who will strengthen PICC's vision.

Reporting to PICC's Board of Directors and supervising all senior staff, the Executive Director is responsible for:

### Leadership:

- Oversee PICC's executive operational, financial, strategic, and administrative functions.
- Consistently evaluate the organizational positioning, processes, and functions of PICC to build out and improve upon the organization's performance and ensure that its work product is excellent and completed in a timely manner so

that the goals of PICC are achieved

- Maintain an equitable and sustainable organizational culture that promotes the well-being of all staff and members
- Ensure that PICC achieves its goals by developing and executing an actionable strategic plan that fulfills the organizational mission and vision (short and long-term)
- Guide and mentor employees by leading with care, tenacity, and passion
- Maintain a strong and diverse team through inclusive and transparent recruitment, hiring, evaluation, training, and promotion processes
- Work with the board, staff, and coalition members to develop a strategic plan that will guide the organization's work and monitor progress toward those goals

### **Organizational Development & Fundraising:**

- In conjunction with the Director of Development, raise funds for the coalition
- Cultivate and maintain relationships with PICC's local members and national partners
- Work collaboratively with Board leadership to ensure an effective and representative Board of Directors and set Board strategy in realizing the organization's vision.
- Ensure the fiscal integrity and sustainability of the organization by developing an annual budget and overseeing the provision of monthly financial statements and other documentation that accurately reflect the organization's financial health

### **External Leadership & Communications:**

- Cultivate and maintain relationships with key stakeholders and elected officials to broaden PICC's base of support and impact
- Effectively engage and communicate with public stakeholders
- Build PICC's capacity to lead and support advocacy efforts at the local, state, and federal levels that result in policy change which is voted on and approved by PICC members

### **Candidates will be evaluated on the following skills:**

- Commitment and passion to protect and promote immigrant rights
- Proven experience as an organizational leader with documented results leading organizational excellence
- Ability to work collaboratively and build meaningful relationships with staff and external stakeholders to achieve buy-in and support for the PICC's long-term strategic goals.
- Strategic and effective fundraiser from both traditional and non-traditional sources and individuals
- Commitment to supporting grassroots leadership in coalition work
- Experience with immigrant rights organizing, specifically building multi-national/ethnic/religious campaigns
- Experience and knowledge regarding legislative advocacy, including communications skills for the promotion of policy papers and/or positions
- Fluency in a language spoken within Pennsylvania's immigrant communities (e.g., Spanish, Mandarin, etc.) is preferred
- Knowledge about Pennsylvania's history of immigration and politics is preferred
- We invite those who are immigrants or are the children of immigrants to apply as

- would like the organization to be led by those who this issue affects directly
- Possess deep knowledge of PA immigrant nonprofit and legislative landscape with at least one year of living in PA

**What we offer:**

- The starting salary for this position is \$80,000. PICC prides itself on having an equitable, transparent, and values-based pay scale for all its employees which was created as an all-staff effort and process to ensure pay equity at all levels of the organization.
- Competitive benefits package, which includes full medical coverage, wellness fund, 5% employer 401k match, partial phone and internet reimbursement, paid vacation, mental health days, and sick leave.
- Opportunity to contribute to a growing, dynamic statewide organization with a strong foundation and team in Pennsylvania.

Persons of color and from immigrant backgrounds are strongly encouraged to apply. This position is based in Philadelphia, Pennsylvania, and will require some statewide travel. This is a full-time position with occasional weekend and evening hours.

**How to Apply:**

Please submit a resume with a short introductory letter answering the following questions to [ed.search@paimmigrant.org](mailto:ed.search@paimmigrant.org) with the subject line “Executive Director”:

1. Why do you want to work with immigrant/refugee communities?
2. What about this position interests you?
3. What experience do you have leading diverse teams and organizations?

All applications will be acknowledged with an initial automatic response, but only complete applications will be reviewed.

No phone calls or direct emails to the PICC team please.

**Applications will be reviewed on a rolling basis until the position is filled. The ideal start date will be May 2024.**

**We look forward to hearing from you!**

*The Pennsylvania Immigration and Citizenship Coalition is an equal opportunity employer. Candidates for employment will be considered without regard to race or ethnicity, gender, age, national origin, marital status, disability, or sexual orientation.*