



Job Opportunity: Executive Director

Esperanza Immigration Legal Services (EILS) seeks a full-time Executive Director. The EILS Executive Director is responsible for the operation and management of the organization and additionally provides direct legal services. EILS' mission is to provide direct legal services, advocacy, and community education for underserved immigrants and their families so they have the opportunity to contribute to and participate in American society. EILS serves all immigrants in the Greater Philadelphia area regardless of national origin, but has a unique history of working with the Hispanic community due to its location in the heart of a low-income Latino neighborhood.

This opportunity is ideal for an attorney who is passionate about helping the underserved immigrant community and desires to grow professionally in the non-profit sector by leading, setting the strategic direction, and developing the EILS program into the future.

Essential Functions

- Oversee the implementation of all programs in accordance with the mission of the organization. Ensure that program development supports the overall strategic direction of the agency.
- Oversee, manage, coordinate, and supervise all legal work as well as provide direct legal services. This includes preparing a wide range of immigration cases for submission to US Citizenship and Immigration Services (USCIS), Department of State, and Immigration Court. She/he will represent clients before the USCIS Philadelphia District Office and Immigration Court. EILS' primary immigration legal services include naturalization, Violence Against Women Act (VAWA) self-petitions for victims of domestic violence, U visas for victims of crime, family-based petitions and consular processing, among others.
- Responsible for the coordination and facilitation of workshops, legal clinics, outreach activities and information sessions for immigrants and social service agencies serving immigrants.
- Direct and oversee the organization's fundraising programs, leading efforts to grow the annual budget and diversify revenue to ensure long-term financial sustainability.
- Work closely with the Esperanza Finance Department to develop an annual organizational budget. Maintain full knowledge of the organizational budget and anticipate program projections monthly.
- Develop and maintain effective Board relationships, leveraging Board skills and resources to support fundraising and advocacy/program activities.
- Build and maintain relationships with key stakeholders in government, corporations, media and other sectors of the community to promote the programs of EILS and

increase the agency's visibility. Maintain and establish relationships with collaborative partner organizations and work on joint projects.

The successful candidate will demonstrate the following knowledge, skills, and abilities:

- J.D. from ABA certified law school and a current bar membership in good standing is required
- 2 years' experience in immigration law assisting immigrants with U-Visas, VAWA self-petitions, family visa petitions, naturalization, etc.
- Experience in non-profit leadership and program development and implementation preferred.
- Advanced legal research and writing skills.
- Dedicated to providing high quality legal assistance and capable of handling complex legal issues on behalf of low-income immigrant populations.
- Outstanding public speaking skills in English and Spanish, with ability to conduct outreach and education events to large groups and be interviewed on television, radio, and taped video.
- Excellent organizational skills.
- Exceptional time management skills – ability to meet deadlines.
- Ability to work independently and exercise sound judgment.
- Those with personal knowledge of the immigrant experience and/or a demonstrated commitment to the immigrant community are encouraged to apply.
- **Bilingual – English and Spanish fluency REQUIRED**

Salary is commensurate with experience. EILS offers a comprehensive employee health & wellness benefits program. Our office is located at: 4261 North 5th Street Philadelphia, PA 19140.

Interested candidates should forward a cover letter and resume to: jobs@esperanza.us and indicate **EILS Executive Director** in the subject line. For more information, check us out on the web at: www.esperanza.us/eils

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