



## **Job Opportunity: Executive Director**

Esperanza Immigration Legal Services (EILS) seeks a full-time Executive Director. The EILS Executive Director is responsible for strategic direction & growth, operations, and management of the organization as well as provides direct legal services to clients. 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 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 significant direct legal services. This includes preparing a wide range of immigration cases for submission to US Citizenship and Immigration Services (USCIS) and the Department of State. Represent clients before the USCIS Philadelphia District Office. 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, Deferred Action for Childhood Arrivals ("DACA") renewals, green card renewals, and Freedom of Information Act ("FOIA") requests, 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, as well as prepare monthly variance narratives.
- Develop and maintain effective Board relationships, leveraging Board skills and resources to support fundraising and advocacy/program activities. Prepare a quarterly Executive Director and larger board report, showcasing EILS' work each quarter.
- 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.
- Train and manage full-time staff of Legal Coordinator & Department of Justice ("DOJ") accredited representative, part-time Intake Coordinator, and various interns and volunteers of varying levels of expertise.

- Participate in executive-level meetings representing EILS to the larger Esperanza organization; work closely with the various subsidiaries of Nueva Esperanza, Inc.; comply with requests for immigration assistance from various departments at Esperanza.
- Track information regarding services provided to prepare timely and accurate reports to funders; prepare reports.

**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
- 2-3 years' experience in immigration law assisting immigrants with U-Visas, VAWA self-petitions, family petitions, naturalization, etc.
- Experience in non-profit leadership and program development and implementation, including fundraising, budget development and management, 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, as well as manage and provide ongoing training and support to a team of full- and part-time staff, interns, and volunteers.
- 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 is 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](mailto: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](http://www.esperanza.us/eils)

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