



**Job Announcement:
Immigrant Defense Project
Director of Systems and Sustainability (Full-Time)**

Organization Background

The Immigrant Defense Project (IDP) is a nonprofit that works to secure fairness and justice for all immigrants. IDP was founded twenty years ago to address the crisis of escalating criminalization and mass deportation, and our work attacks the injustices at the intersection of the racially-biased criminal and immigration systems via a multi-pronged strategy. We strengthen immigrant defense through training and expert advice, challenge unfair laws through impact litigation, shape just policies through advocacy, work alongside communities and advocates through alliance building and education, and challenge negative narratives about immigrants through strategic communications.

IDP is a relatively small organization with big impact. Achievements include leading successful campaigns to protect immigrants from aggressive deportation tactics and playing an instrumental role in ensuring immigrant New Yorkers receive effective legal immigration advice after arrest. IDP has been central to strategic Supreme Court litigation campaigns. IDP also operates a unique legal support hotline that provides cutting edge legal analysis for community members and attorneys, and serves as a clearinghouse for ICE enforcement trends. In addition to training attorneys, IDP develops Train-the-Trainers workshops on a range of topics, from complex criminal and immigration laws to issues such as Know-Your-Rights with ICE.

Position Summary

The Immigrant Defense Project (IDP) is hiring a Director of Systems and Sustainability. This position is a significant leadership position for a strategic leader experienced in staff management with a demonstrable commitment to social justice movements and organizations. This person will play a critical role in ensuring that IDP has the funds and the internal organization and infrastructure needed to execute IDP's strategic plan and mission.

The core responsibilities of the Director of Systems & Sustainability will include ensuring:

- **IDP is fully staffed with a team of high performers, and has the systems and culture in place to support that team.** IDP approaches staff management with a focus on getting results while maintaining strong relationships, a commitment to staff development and IDP culture, and advancing equity and inclusion. This role will ensure that systems are in place for strong staff engagement, satisfaction, and performance. This Director would support the IDP leadership team by ensuring IDP has clear, consistent processes related to hiring, performance reviews, managing performance problems, compensation, and promotions, and that every manager within the organization has the tools and training to be effective supervisors. This role will also include overseeing personnel management and human resources functions
- **IDP meets its development goals to ensure continued success.** This Director will play a critical role in managing IDP's development team to ensure IDP has sufficient funds to successfully execute our strategic plan and mission, and grow as needed. In this role, the Director must be able to think strategically about our work and the

implementation of our vision, as well focused on systems and the details of donor management. The Director will work with the Executive Director and the Development Director to ensure that IDP is maintaining, expanding and diversifying funding streams including foundations and individual donors, and that the organization has the internal systems in place to allow for effective and efficient management of our development goals. This position would include coordinating foundation fundraising including institutional proposal development and grant reporting.

- **IDP's maximum impact by guiding the execution of a strategic planning process.** This Director would work under the supervision of the Executive Director to execute an effective strategic planning process that will lay the groundwork for IDP to achieve our vision. This process would include an assessment of IDP strengths as well as the opportunities and challenges that we face in the current political context.
- **Effective governance at an exciting moment of organizational growth and development.** This person would help shepherd key organizational development decisions in collaboration with the Executive Director, Deputy Director, Advisory Board, staff and consultants. This Director would support the Executive Director by overseeing IDP's Advisory Committee, and leading the process to assess whether IDP remains fiscally sponsored, transitions to an independent 501(c)(3), or pursues another path.
- **Smooth and efficient functioning of the organization,** by supervising the Operations Associate. This role will include liaising with our fiscal sponsor. In this role, the Director will play a central role in working collaboratively with staff to ensure that IDP's organizational structure provides a solid foundation to maximize the effectiveness of our work.

The Systems & Sustainability Director will be a thought partner to the Executive Director and Deputy Director, and will work under the supervision of the Deputy Director. You are an ideal candidate if:

- You can think broadly and strategically about our work, and also be detail-oriented and organized about implementation of a vision and the structures necessary to move our vision into reality.
- You are results-oriented and can creatively problem solve, exercise good judgment and lead change.
- You have significant experience in senior management roles including staff supervision, human resources, fundraising, and/or operations in a nonprofit context.
- You have a collaborative leadership style and can flexibly share leadership and build consensus. You have a proven ability to work with a dynamic team and build working partnerships. When necessary, you can take initiative and make tough decisions. Experience working in a matrix management structure in which different staff play decision-making roles at different times is a bonus.
- You have a track record of staff management that focuses on getting results while maintaining strong relationships, an attention to development of individuals, and a commitment to advancing equity and inclusion in a workspace that is diverse in terms of race, ethnicity, culture, professional training, class, gender identity, and sexual orientation. This includes success supervising and mentoring staff and supporting professional and leadership development.
- You are a great communicator who enjoys engaging with different stakeholders and would thrive as a mentor and bridge builder for the organization as a whole.

- You have a demonstrable passion for social justice and alignment with IDP’s mission, culture, and core values. Experience working on immigration or issues related to criminalization or other complex issues in a social justice context, and high-level, strategic understanding of social change and progressive movements backed by direct experience is desirable.
- You have a Bachelor’s degree or equivalent work experience, including a high level of familiarity with how organizations function and the systems needed to build, sustain, and grow if necessary.
- You have a high degree of comfort with a wide range of software, such as web-based databases, Microsoft Excel and Word, and Google Suite products.

Compensation

Commensurate with relevant experience. Excellent benefits, including medical, dental, and 401K.

To apply:

Submit cover letter, resume, and three references to jobs@immdefense.org. Include “Director of Systems and Sustainability” in the subject of email. Position open until filled, though applicants are encouraged to apply as early as possible. No phone calls please. Position is based in New York City.

The Immigrant Defense Project is an Equal Opportunity Employer that actively recruits women, people of color, persons with disabilities, persons with diverse gender and sexual identities, immigrants, and formerly incarcerated persons.