



Illinois Coalition for Immigrant and Refugee Rights

Title: Director of Programs (non-profit)

Do you have a deep understanding of human services with leadership experience and a drive to make a difference? We are seeking an experienced management professional to lead a 7-person team managing state programs carried out through partner agencies. This senior management role will provide strategic guidance for a wide variety of programs supporting the immigrant and refugee communities.

For 30+ years, Illinois Coalition for Immigrant and Refugee Rights' (ICIRR) mission has been to promote the full and equal participation of immigrants and refugees in the political, civic and economic life of our diverse society. In partnership with our member organizations, ICIRR educates and organizes immigrant and refugee communities to assert their rights; promotes citizenship and civic participation; monitors, analyzes, and advocates on immigrant-related issues; and informs the public about the contributions of immigrants and refugees. For more information about ICIRR, please visit us at www.icirr.org.

The **Director of Programs** is responsible for the implementation, management, and evaluation of all ICIRR's state programs in accordance with state standards and ICIRR's mission and vision. As a member of the senior management team, the Director of Programs reports to the Senior Director of Programs and participates in strategic planning and budgeting initiatives. This role will work within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects.

Responsibilities:

- Direct and coordinate the work of the program staff including supervision, training, staff development and team building.
- In coordination with the Senior Director of Programs, implement program integration across state programs and across ICIRR's policy and organizing departments.
- Ensure program staff are fully equipped and trained to carry out the program activities including competency in Salesforce, Excel, Smartsheets, and Immigration Law.

- In consultation with the Senior Director of Programs, responsible for the training and mentoring of the program employees.
- Remain up to date on all modifications to State Standards and GATA (Grant Accounting and Transparency Act) compliance (implementing the same in a timely and organized manner)
- Analyze trends in the program, identify issues and develop and recommend solutions to the Senior Director of Programs
- Responsible for the expansion of the programs, forming partnerships, and adding new partner agencies where appropriate.
- Develop and implement outreach strategies to increase the number of clients served by the programs at the community level.
- Responsible for the implementation, management, supervision, and evaluation of all activities related to the integration of state Programs, including trainings for partners, skills development, and workshops for partner agency staff.
- Interact with similar state funded agencies to develop synergies.
- Assist the Senior Director in executing an annual contract, workplan and budget revisions for all state programs; assist in the RFP process to IDHS every 3 years.
- Assist the Senior Director of Programs in developing and implementing a legislative budget advocacy campaign.

Interviews: Will be conducted virtually and onsite

Position Location: Presently, due to Covid, the position will be located remotely. At a future date, the position will be located at our offices in downtown Chicago.

Qualifications:

- Bachelor's degree required, preferably in administration, public policy, or a related field; master's degree preferred.
- Five years of experience working with community-based organizations and/or agencies serving multiple local communities.

- Five years or more experience in program administration, planning, and/or evaluation.
- Proficiency in Excel, Smartsheets, and Salesforce.
- Knowledge and awareness of immigration law and policies, and experience working with immigrants and/or refugees preferred.
- Experience managing grants.
- Fluency in Spanish preferred.
- Ability to prioritize and manage multiple projects simultaneously.

ICIRR Offers: In support of our co-workers, we offer 100% company paid HMO, vacation/personal/sick days with an additional paid week at the end of the calendar year and 403(b) matching. After four years of service our co-workers are eligible for a (60) day sabbatical.

If you share our passion and dedication for promoting the rights of immigrants and refugees and seek a strategic role where your expertise will have an impact than we would like to speak with you!

To Apply: For consideration, please forward your resume and cover letter to via the link below:

<https://icirr.recruitpro.com/jobs/175018-29104.html>

ICIRR is an equal opportunity employer.

Keywords: Non-profit Management, Director of Programs