



Position Opening - January, 2017 **Program Director, Immigrant Rights and Integration**

The Evelyn and Walter Haas, Jr. Fund is a private family foundation established in 1953 located in San Francisco. Its mission is to fulfill the founders' vision of a just and caring society where all people are able to live, work and raise their families with dignity. Motivated by its values, the Haas, Jr. Fund board and staff understand that transformational change requires collaboration and steadfastness even in the face of challenge and adversity. Together with our partners in the Bay Area and around the country, we work to advance rights and create opportunities for all people.

Consistent with the Fund's values, the Program Director for Immigrant Rights and Integration is responsible for leading the Fund's efforts to secure equal rights and opportunities for immigrants so they can be full participants in the social, economic and civic life of our communities and positively shape the future of California and the nation.

The Program Director is responsible for advancing the three key goals that have guided the Fund's work over the last several years: creating greater understanding about the need for federal immigration reform; increasing immigrant civic participation in California through citizenship and voting; and strengthening the statewide immigrant rights movement to advance immigrant-affirming state and local policies in California and make our home state a beacon for the nation. After seeing years of groundbreaking immigration policy advancements in California, the changing political climate requires a leader who can pivot to deal with unexpected challenges and work in partnership with the statewide immigrant movement and other partners to preserve and advance California's inclusive values and policies.

The Program Director for Immigrant Rights reports to the Vice President of Programs, Cathy Cha, and is specifically responsible for:

Strategic Grantmaking and Changemaker Role

- Provide vision and leadership for high level strategic work at the Fund and in the immigrant rights movement at both the state and national levels as thought leader, alliance builder, strategist and fundraiser.
- Lead the development and implementation of all Immigrant Rights & Integration strategy work, identifying levers for impact, setting goals and objectives, and aligning grantmaking in support of those goals.
- Develop, coordinate, and monitor grantmaking in the Immigration portfolio, including due diligence, financial reviews, site visits, compliance with applicable rules and regulations, and evaluation.

- Play a changemaker role beyond grantmaking by working with grantees, movement leaders, other foundations and allies to meet the challenges faced by immigrants in California and the U.S.
- Seek, craft and invest in advocacy and systems-level solutions to reduce the duress and uncertainty that undocumented immigrants and their families face.
- Work to preserve and advance California values, its diversity and the state's model immigration policy reforms achieved in recent years.
- Prepare grant recommendations for the Board of Directors and other memos and written materials as required, including conducting an annual program review.
- Provide technical assistance as necessary and appropriate to grantees.

Collaboration – Internal and External

- Work collaboratively with other leaders to support the development of a diverse and powerful immigration movement in California.
- With other foundation partners, develop new initiatives to meet community needs and strengthen existing special initiatives in the areas of civic participation, citizenship and immigration policy.
- Contribute to the development of a supportive and collegial work environment through active participation with other program areas, including with the Fund's communication, policy and leadership development staff.
- Take initiative as a senior manager to continuously promote organizational improvement, effectiveness and excellence at the Fund.
- Communicate the Fund's lessons and perspectives in collaboration with the Fund's communication team to advance program goals.
- Carry out other Fund-wide roles and responsibilities as assigned.

Field Knowledge and External Relations

- Maintain and advance a high level of knowledge about current immigration issues and trends.
- Educate board members, staff and other stakeholders regarding challenges and opportunities for advancing the movement at the state and national levels in a compelling and clear way.
- Provide an active leadership role in fundraising and attracting other funders to the field.
- Participate in the philanthropic sector and represent the Fund in public arenas and forums to advance the program strategy, including affinity groups and funder collaboratives.
- Help deepen partnerships with the State of California and other local municipalities to advance mutual goals.

Supervision

- Supervise staff assigned to support and advance the Immigrant Rights work, providing ongoing direction, performance feedback, coaching and support for their professional development.

Professional Qualifications and Personal Attributes

Required Knowledge and Experience

- Knowledge of immigration policy issues at the state and federal level.

- Leadership experience in social movements, particularly for immigrants, and sophisticated ability to move social change agendas through the use of policy, advocacy, community organizing and strategic communications.
- A deep understanding of the immigrant experience; appreciation of immigrants and their connections to other movements such as LGBT rights; and a track record of working with diverse immigrant communities, especially in California.
- Ten years or more experience with progressively greater leadership responsibility;
- Demonstrated success in developing strong collegial collaborations and partnerships across sectors and with diverse constituencies and communities, including civic, business and government leaders.
- Strong knowledge of the role of foundations in the nonprofit sector, with substantial work experience in a nonprofit environment and ideally in grantmaking.

Essential Skills and Attributes

- Excellent writing skills, including the ability to write clearly, analytically, and persuasively in a jargon-free and inspiring way.
- Ability to “see the forest for the trees” and step up to a high conceptual level, see levers for change, and create an actionable path forward despite large amounts of information.
- Ability to develop policy goals and a roadmap to achieve them – both strategy development and execution - using the Fund’s assets, relationships, knowledge and reputation to its best use;
- High standards of integrity and confidentiality in all relationships with Board members, staff, grantees, colleagues, applicants and other audiences.
- Ability to represent the Haas family and the Fund well one-on-one and in group settings. Excellent public speaker who is comfortable, articulate and compelling in different sectors and audiences such as Board members, other foundations, public sector leaders, nonprofit and movement leaders, and immigrant communities.
- Ability to leverage investments from foundation partners and individual donors.
- Ability to multitask and move many projects forward at once.
- Excellent skills managing professional and support staff.

Additional Desirable Attributes

- Advanced degree in a related field such as public policy, law, city and regional planning; or a commensurate level of experience.
- Compassion, a sense of fun, and a commitment to doing the highest quality work.
- Humility, with an emphasis on getting the work done and leading from behind rather than getting credit.
- Openness and comfort working with ambiguity and change.
- Ability to be creative, flexible and nimble in a rapidly changing environment.
- Fluency in a second language.

HOW TO APPLY:

Please submit a thoughtful cover letter and resume by email to IR_PD@haasjr.org by **February 28, 2017**, to the attention of Bob Bailey, Director of Human Resources & Administration. We anticipate initial interviews in mid-March and final interviews by April 1. Our target start date is **May 1**.