Location: New York, NY
Salary: $115,000

# Alumni Program Associate Director

***Hybrid work environment (subject to change); 2-3 days in office; other days remote***

**ABOUT IJC**

IJC is the country's first fellowship program cited by The New York Times as an innovator in our field. We are dedicated to meeting the need for high-quality legal assistance for low-income immigrants. Our Justice Fellows and Community Fellows are recent law graduates and college graduates, who are committed to providing immigration legal services to under-served populations and who join a new generation of dedicated advocates working to serve immigrant communities. Creative thinking and the pursuit of new strategies to increase access to justice are essential to our mission.

The United States is facing a growing representation crisis in immigration. Immigrant Justice Corps' (IJC) Fellowship program offers a blueprint for meeting the ongoing representation crisis. Every year, we recruit, train, and mentor talented lawyers and exceptional college graduates and deploy them with legal services providers and community-based organizations to assist low-income immigrants. IJC's goal is to substantially close the gap in representation for immigrants and believe an infusion of IJC Fellows can make a transformational difference.

**THE OPPORTUNITY**

Immigrant Justice Corps ("IJC") seeks an individual to drive the development and implementation of IJC's alumni engagement strategy. Reporting to the Fellowship Director, the Alumni Program Associate Director will be responsible for strengthening IJC's alumni community by cultivating alumni leaders and spokespeople and planning alumni events including an annual convening. Core responsibilities include:

- Develop a 2-3 year strategy in collaboration with other departments focused on building a stronger and more engaged IJC Alumni network
- Identify achievable KPIs for each year and regularly evaluate progress
- Cultivate robust cross-team collaboration to ensure progress on alumni engagement strategic goals
- Create systems and protocols to track, update, and maintain alumni career and contact information
- Leverage data to illustrate and convey the full impact of IJC alumni across the immigration field
- Launch a monthly alumni newsletter to cultivate stronger engagement with IJC

- Assess and develop proposals for the development of new digital media platforms for alumni to connect, share resources, and build community with one another
- Initiate an alumni committee that would act as a formal channel for alumni input and leadership in IJC initiatives
- Lead the cultivation and engagement of alumni presenters for trainings, wellness, recruitment, and connectivity Events
- Lead the planning and execution of the annual alumni convening
- Plan and execute regional events to build connectivity among alumni nationally
- Create a range of opportunities for Alumni incentivization such as mentorship, recruitment support, substantive training, professional development, and reunions
- In collaboration with the Fellowship Director, create and manage alumni program budget and the ROI to ensure that program and events are producing desired results
- Under the direction of the Fellowship Director, support supervision and day-to-day program delivery for Recruitment, Fellowship, and Alumni programming.

**POSITION REQUIREMENTS**

- **Juris Doctor or Masters in related field required**
- **Extensive experience, with a minimum of 3 years, mentoring and providing professional development for immigration advocates and attorneys, and/or extensive experience with member or alumni engagement in a nonprofit setting required**
- Prior alumni relations experience preferred
- At least 3 years of prior management level supervisory experience required with remote supervision experience preferred
- Experience working collaboratively across multiple departments
- Deep understanding of current immigration law and policy preferred
- Large-scale event planning experience preferred
- National training engagement experience preferred
- Innovation and results orientation
- Demonstrated relationship building and relationship management skills
- Project management expertise
- Experience in public speaking
- Commitment to social justice and racial equity

**COMPENSATION:** The salary for this position starts at $115,000**,** based on IJC's internal equity structure and the candidate's relevant experience and qualifications. This posting complies with New York State's Pay Transparency Law.

**BENEFITS**: IJC offers an excellent benefits package including 401(k), dental and vision insurance, paid time off, and flexible spending account.

**COMMITMENT TO AN INCLUSIVE WORKPLACE**

IJC is committed to protecting the human rights of immigrants by increasing the quality and quantity of representation. In fulfilling its mission, IJC is committed to fostering diversity at all levels of the organization. We are dedicated to building a strong professional relationship with each of our staff and Fellows, to understanding their diverse circumstances, and to meeting their needs. In striving always to

achieve those goals, IJC embraces justice, equity, diversity, and inclusion as core values and is steadfast in our commitment to: (1) ensuring that IJC management and staff members represent a broad range of human difference and experience; (2) providing a work climate that is respectful and that supports success; and (3) promoting the dignity and well-being of all staff and Fellows. IJC's leadership is responsible for ensuring excellence, diversity, and inclusion.

**HOW TO APPLY**

Please submit your resume, and personalized cover letter that answers the question "What excites you about Immigrant Justice Corps and the opportunity?" to OpsTeam@justicecorps.org with the subject line "Alumni Associate Director". Applications will be considered on a rolling basis and handled with confidentiality.

**EEO STATEMENT**

*Immigrant Justice Corps is an equal opportunity employer and does not discriminate based on race, color, national origin, ethnicity, sex, disability, religion, age, veteran or military status, genetic information, gender identity, or sexual orientation as required by Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and other applicable federal and state statutes and organizational policies.*