GREATER PORTLAND IMMIGRANT WELCOME CENTER
EXECUTIVE DIRECTOR

About the Greater Portland Immigrant Welcome Center (IWC)
The Greater Portland Immigrant Welcome Center is a young, dynamic organization that serves as a hub of collaboration to strengthen Maine’s immigrant communities through language acquisition, economic integration and civic engagement. The Center accomplishes these goals through its “three pillars,” an iEnglish digital lab, Citizenship and Civic Engagement Initiative, and the Immigrant Business Hub. The IWC also operates a co-working space for immigrant-led nonprofits, immigrant businesses and entrepreneurs with shared conference, educational and technology space for community use. Our vision is for Greater Portland’s thriving immigrant community to fully reach its civic, economic and social potential.

Our potential candidate
In May of this year, our visionary founder and Executive Director, Alain Nahimana died unexpectedly from complications of diabetes. Alain was a beloved community leader with strong fundraising and relationship building skills. He had a reputation for building bridges within the immigrant community, with policy-makers, with businesses, foundations and stakeholder coalitions. The ideal candidate should be an experienced non-profit executive with proven leadership ability, staff management experience, good technology skills, and a record of success with marketing, fundraising, community engagement, and collaboration. The successful executive director is comfortable with public speaking and presentation, has excellent verbal and written communication skills, proven relationship-building skills and will enthusiastically convey a passion for successful immigrant integration in Maine. Experience supporting governing boards is preferred.

Position Summary
The Executive Director will have overall operational and strategic responsibility for IWC staff, programs, resources, and execution of its mission. This includes leadership, management, fundraising, communications and program development responsibilities. Additionally, the position requires strong knowledge and preferably personal experience with current issues facing immigrants, refugees, and asylees in the U.S. The Executive Director will maintain positive relations with co-working tenants and users, partner entities, stakeholders, investors/donors, and media outlets. Simultaneously, the ED will ensure the operational effectiveness of the Center and provide inspiration, leadership and vision to staff, board members and volunteers. Strategic and entrepreneurial thinking and cultural competency is an especially important aspect of the position at this time.

Educational Background
- Bachelor’s degree is required. Master’s degree preferred.
- May substitute academic degrees with a combination of education and experience
- Minimum 3-5 years of nonprofit experience or business leadership experience with relevant, advocacy, administration, fundraising, budget management, strategic planning and grant writing experience
**Skills/Experience**

- Experience in operational, financial and administrative management
- Knowledge of fundraising principles and processes, including grant proposal writing, donor solicitation, database management, and event planning
- Excellent organizational, public speaking, communications, listening, problem-solving, and analytical skills
- Proven ability to work with volunteers, coalitions, businesses and community organizations to bolster the organization’s overall success
- Experience creating, presenting, and overseeing an annual budget
- Knowledge of U.S. immigration policy

- Experience with public policy advocacy and/or grassroots organizing
- Substantive experience in at least one of the Center’s program areas
- Track record of effectively leading and growing an organization
- Ability to work effectively in collaboration with diverse groups of people
- Strong commitment to social justice, economic opportunity, democratic practices and inclusion

**Areas of Responsibility**

**Leadership** – Provide organizational leadership that inspires and brings out the best in staff, directors and other stakeholders to advance the organizational mission.

**Management** – Leverage good results from the work of staff and allies, through clear objectives and outcomes, work planning, delegation and feedback.

**Operations** - Ensure maximum utilization of the Center. Ensure that the operations, physical condition and technology of the Center are maintained at the highest standard for co-workers, tenants and public groups and events.

**Fund Development** – Ensure the Center is financially sound. Maintain and expand fundraising from diverse sources to support existing program operations including fee for service and earned income. Sustain, grow the organization and work towards a cash reserve.

**Program Development** – Ensure program excellence, effective advocacy and positioning for success in response to changing conditions.

**Strategic Communications** – Ensure widespread knowledge of the Center’s work and worth through strategic framing and messaging, public speaking, production and distribution of high quality materials and media relationships.

**Board Relations & Finances** – Maintain a positive working relationship with the Board, ensure timely meetings, provide necessary reports and ensure the board meets all fiduciary and legal responsibilities.

**Salary and Location**

This is a full-time salaried position. The salary range is $55,000 - $75,000 depending on experience. Benefits available. The IWC is located in Portland, Maine.

**Application**

To apply, please send a cover letter, resume and three references to info@welcomeimmigrant.org

Applications are due by Sept 15, 2020. We hope to have a new Executive Director in place as soon as possible.