



**RESTORATION  
IMMIGRATION**  
— LEGAL AID —

**Job Posting**

***Position:*** Chief Executive Officer

***Supervisors:*** RILA Board of Directors

***About Restoration Immigration Legal Aid (RILA):***

RILA supports immigrants in Northern Virginia by providing excellent, pro bono immigration legal assistance to those who are most vulnerable and who have the fewest resources. RILA's areas of focus include asylum and Special Immigrant Juvenile Status (SIJS). RILA staff members step into places of need for our clients, many of whom have fled persecution and imminent harm, offering excellent legal representation and advocacy to those for whom such services would otherwise be out of reach.

RILA began as a program of Restoration Anglican Church in 2015 and held its first legal aid clinic in March 2016. We employ five full-time and nine part-time staff, including four attorneys and four persons who are U.S. Department of Justice Accredited Representatives, which qualifies them to practice immigration law as non-attorneys. Our more than 100 volunteers, including pro bono attorneys and interpreters, are essential to our work. In February 2019, RILA became a 501(c)(3).

Over the last seven years, RILA has grown quickly and currently manages a caseload of 800+ cases. For more in-depth information, see our [Guidestar page](#).

***Job Description and Responsibilities:***

Stepping into the rapidly changing environment of immigration law, the Chief Executive Officer (CEO) works with the Board, staff, and clients to support immigrants in Northern Virginia. To this end, the CEO roles are both inward facing – leading staff and outward facing – building relationships with financial supporters to raise the funds needed — both to fulfill the mission of RILA. With strong leadership, RILA will continue offering excellent legal representation and advocacy to those for whom such services would otherwise be out of reach.

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Responsibilities and oversight include but are not limited to:

- **ESSENTIAL FUNCTIONS**
  - Oversees the day-to-day operations of RILA and is responsible for establishing and achieving operating and financial objectives for the organization as well as ongoing and future initiatives
  - Supervises, motivates, and mentors RILA staff in a team-oriented, innovative, and highly productive environment
  - Engages RILA supporters, existing and new, building relationships necessary to maintain and increase financial resources necessary for RILA's ongoing work
  - Assists the RILA Board in identifying the organization's strategic priorities and facilitates the translation of those priorities into actions
- **GENERAL ACCOUNTABILITIES**
  - **LEADERSHIP & STRATEGY (20%)**
    - Elevate the functionality and effectiveness of the organization to ensure its legal integrity, financial security, and operational efficiency
    - Partner with the Board to develop a vision and strategic plan for guiding the organization's initiatives and build Board involvement
    - Oversee the planning, implementation and evaluation of the organization's programs and services and ensure offerings contribute to the organization's mission
    - Develop and execute plans for staff growth and care
  - **FUNDRAISING, COLLABORATION & OUTREACH (50%)**
    - Cultivate individual and corporate donors
    - Develop and manage relationships and interactions with potential and current partners, donors and volunteers
    - Educate community members and partners about asylum law which may involve speaking at education events at local schools, churches and/or other community organizations.
  - **IMMIGRATION EXPERTISE (30%)**
    - Provide oversight and guidance to client legal matters
    - Mentor and supervise legal directors and attorneys
    - Cultivate, develop, and maintain RILA's relationships with community organizations, local law firms, law schools and other immigration legal non-profit organizations.
    - Stay informed about developments in immigration law and communicate their significance to RILA's staff and clients.

Hours: 35-40 hours/week (majority in-person)

Salary Range: Starting at \$90,000

**Required Qualifications:**

Eager commitment to RILA's Core Values: Christian compassion, collaboration and commitment

Experience in immigration law, specifically asylum, SIJS and/or other humanitarian-based immigration benefits.

Experience with strategic planning and leading others to achieve strategic goals

Accomplished at building and fostering relationships that lead to long-term financial "friends" for RILA

Strong oral advocacy, research and writing skills.

Willingness to work a flexible schedule that may include evening events.

Prior supervisory experience (in official capacity as supervisor or substantially similar work without official title)

**Preferred Qualifications:**

Mission-aligned experience (work or lived)

Active membership in any state bar

Brief writing and/or Litigation experience (or a willingness to learn)

In good standing in the jurisdiction where they are barred to practice law.

**Please Note:** If you don't meet 100% of the above qualifications, you should still seriously consider applying. Studies show that you can still be considered for a role if you meet just 50% of the role's requirements.

**How to Apply:**

Send resume and cover letter to [mel@restorationimmigration.org](mailto:mel@restorationimmigration.org).