



## Policy Director

### WE ARE -

The American Immigration Council is a non-profit organization established to increase public understanding of immigration law and policy, advocate for the just and fair administration of our immigration laws, protect the legal rights of noncitizens, and educate the public about the enduring contributions of America's immigrants. Through research and analysis, the research and policy team works to shape a rational conversation on immigration and immigrant integration.

### YOUR ROLE -

The Policy Director, in collaboration with the Executive Director and other senior staff, develops the Council's immigration policy recommendations. The Policy Director leads the research and policy team's efforts to provide lawmakers, policymakers, advocates, the media, and the general public with accurate and timely information about the role of immigrants and immigration policy in U.S. society, refuting myths about immigration and immigrants and working to foster consensus that reform is needed. In addition, the Policy Director is responsible for:

- Working with senior staff to develop, coordinate, and execute strategies to advance the Council's priorities and developing the Council's media presence.
- Ensuring that all research, education, and policy publications, including the daily blog, are consistent with and in furtherance of the Council's priorities and goals and satisfy the Council's high standards of excellence.
- Developing relationships with external colleagues, representing the Council in working group and stakeholder meetings, and serving as a spokesperson for the Council.
- Drafting grant proposals to support department work and reporting to funders.
- Overseeing department budget and ensuring that department resources are appropriately and effectively used.

### REQUIRED EDUCATION AND EXPERIENCE -

Advanced degree in a relevant field (Government, Law, etc.), JD preferred and 7 years of relevant experience.

### YOUR BACKGROUND -

To be effective and successful in this position, you should possess the following knowledge, skills, and abilities:

- Demonstrable ability to develop and manage a strategic plan with multiple projects and deadlines.
- Proven ability to manage a high performing team.
- Ability to analyze and synthesize complex issues and explain information to a general audience.
- Political savviness.
- Strong editing abilities.

- Excellent oral and written communication skills.
- Attention to detail, accuracy, and thoroughness.
- Ability to manage multiple assignments and shift focus quickly
- Capacity to form positive working relationships with people from varied backgrounds and ability to maintain confidentiality.
- Familiarity with immigration law, current immigration policy issues, and immigration scholarship, generally.
- Understanding of the relationship between research and policy.
- Commitment to the Council's mission.
- Spanish proficiency preferred.

### **OUR WORKPLACE -**

We offer a dynamic, challenging, rewarding, and collaborative work environment. We offer a competitive total compensation package (salary and benefits) commensurate with experience. Visit us online at [www.AmericanImmigrationCouncil.org](http://www.AmericanImmigrationCouncil.org).

### **TO APPLY -**

We invite qualified applicants to submit **cover letter, resume and salary requirement** to: [hr@immcouncil.org](mailto:hr@immcouncil.org), 202.783.7853, fax and state in the subject line: AIC-Policy Director. Cover letter should include a summary of how your background, knowledge, skills and abilities relate to the responsibilities and requirements of the position.

**NOTE:** Cover letters without desired salary may not be considered.

**Direct hire only – NO** recruiters (mail, email, fax or phone).