

BIIN Director

About the Organization

Brazos Interfaith Immigration Network's (BIIN) mission is to promote the human dignity and well-being of all immigrants in our community and to advocate for and facilitate better access to legal, educational, and social services. We believe by providing guidance and support to immigrant neighbors and advocating for their dignity and well-being, BIIN works to strengthen the entire community.

For over 11 years, BIIN has offered programs such as:

- citizenship preparation classes
- conversational English classes
- individualized help in accessing resources via our Information/Referral/Assistance (IRA) program
- workshops on legal matters

Our programs are open to all, offered at no cost, and conducted in both Spanish and English.

Position Description

The Director is the key management leader of BIIN. They are responsible for overseeing the administration, programs, and strategic direction of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

Duties and Responsibilities

1. Program Management

- Oversee the day-to-day implementation of all programs with a constant focus on optimizing efficiency and consistency to ensure the quality and effectiveness of services. Identify roadblocks and resourcefully remove barriers to ensure all programs meet their goals.
- Create and manage all program goals. Collect, analyze, and report data to identify performance trends and to show the organization's impact and outcomes.
- Manage the volunteer program: recruit, train, place, supervise, and manage volunteers, interns, and AmeriCorps members. Communicate with program leaders about their volunteer needs to ensure all programs are appropriately staffed. Administer the volunteer recognition program.
- Assist the board if needed in coordinating workshops such as legal clinics and consular visits.

- Develop and oversee the operating budget for all programs.
 - Streamline and oversee the Information, Referral, and Assistance (IRA) case management process. Attend Saturday IRA walk-in clinics.
2. Office and Operations Management
- Oversee the day to day performance of the office ensuring systemized and effective operations. Handle communication including mail, email, phone calls and social media messages in a timely manner.
 - Hire, train, and retain competent, qualified interns, and AmeriCorps members following the organization's employment policies and procedures.
 - Operate within the approved budget: ensure maximum resource utilization and assist in maintaining the positive financial position of the organization.
 - Process invoices, collect and review time cards, categorize expenses and revenue, upload expense and revenue documentation in an organized manner to the shared drives.
 - Manage BIIN's Salesforce database: serve as the technical lead on maintaining and developing processes within the database.
 - Assist the Board Treasurer and Finance Committee in planning the annual budget.
 - Support committee chairs to ensure their work is carried out; identify committee recommendations that should be presented to the Board.
 - Write monthly board reports updating them on programs, marketing, fundraising, and projects.
3. Fundraising and Communication
- Report to and work closely with the Board of Directors to seek their involvement in fundraising and to increase the overall visibility of the organization.
 - Cultivate existing relationships with donors, partners, and other supporters with the goal of expanding, strengthening and sustaining program services, including public speaking, attending meetings, marketing and outreach.
 - Execute fundraising campaigns and develop other revenues necessary to support BIIN's mission.
 - Research, draft, and submit grant proposals with the assistance of the Board of Directors or grant writing committee.
 - Network with local organizations and attorneys to explain the organization's mission and limitations.
 - Assist board and interns with marketing and other communications efforts including social media. Write monthly newsletters and maintain an up to date website.

Qualifications:

- Bilingual Spanish/English.
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.

- Demonstrated ability to supervise and collaborate with staff and volunteers with a high degree of transparency.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Excellent written and oral communication skills.
- Fundraising experience or the desire to learn.

Compensation

\$40,000 a year 35 hours a week.

To Apply

Please send your resume and cover letter to info@brazosimmigration.com with BIIN Director in the subject line.