



## **FIRM/FIRM Action Managing Consultant**

**Consulting Terms/ Duration:** This is a consulting position, budgeted for a full year. This consultancy, depending on the candidates/ application, could either

1) grow into a full time position as FIRM's c3 and c4 applications are approved and established, or

2) could be a proposal from an individual or an organization for just meeting the bridge needs for FIRM as outlined in the responsibilities below.

**Consulting Summary:** As the FIRM National Managing Director, you will be responsible for facilitating and coordinating communication and action strategies by FIRM (Fair Immigration Reform Movement) and FIRM Action, both of which are powerful national organizations focused on advocating for the rights and welfare of immigrants. Your role will be pivotal in ensuring effective coordination among various members, stakeholders, fostering collaboration, and driving impactful initiatives to advance the mission and goals of FIRM and FIRM Action.

### **Consulting Needs/ Responsibilities:**

#### *Strategic Planning and Coordination:*

Support the convening- logistics and agenda- of FIRM's Members Summit to take place in Washington, DC from September 27-29, 2023.

Develop and implement strategic plans and initiatives in alignment with the overall goals and vision of FIRM and FIRM Action, alongside the founding Board of Directors.

Facilitate FIRM Network meetings and support FIRM and FIRM Action Board of Directors meetings.

Support the FIRM and FIRM Action Fundraising Committee and donor tools/ resources when required.

Supervise the fulfillment of MoUs and any associated subgrant deliverables to FIRM and FIRM Action Members.

Coordinate and collaborate with FIRM leaders, staff, and partner organizations to establish priorities, allocate resources, and ensure the successful execution of any programs and campaigns that come out of the Policy Organizing Committee and Summit.

Foster strong relationships with key stakeholders, including immigrant communities, policymakers, grassroots organizations, and advocacy groups, to enhance collaboration on both the Summit, campaigns and strategic plan.

*Communication and Public Relations:*

Develop and execute comprehensive communication strategies, including media outreach, press releases, social media campaigns, and public speaking engagements, to raise awareness and garner support for the Summit, FIRM's campaign and in general immigrant rights.

Work closely with the FIRM members' communications teams to create compelling messaging and storytelling that amplifies the voices and experiences of immigrants, fostering empathy and understanding, especially lifting up FIRM members success to national audiences (funder and political)

Aid the Fundraising Committee in pushing out the success stories and state opportunities identified FIRM and FIRM Action members.

*Coalition Building and Advocacy:*

Bring strong coalitions and partnerships with national and local organizations to FIRM and FIRM Action that share common goals and values.

Develop campaign tools for FIRM and FIRM Action members to support their efforts to organize and mobilize grassroots efforts, engaging community leaders, activists, and volunteers in both individual and shared advocacy campaigns and actions to effect change at local, state, and national levels.

Support FIRM and FIRM Action founding Board Members in representing FIRM in key policy forums, legislative hearings, and meetings, advocating for fair and just immigration policies and reforms.

**Organizational Management:**

Oversee the day-to-day operations, ensuring effective project management, budget allocation, and resource utilization, starting first and foremost with the FIRM September Summit.

Collaborate with the Board of Directors and senior leadership to develop and implement long-term organizational strategies, financial plans, and fundraising efforts to sustain and expand the impact of FIRM and FIRM Action.

**Qualifications:**

Bachelor's degree or equivalent field experience (e.g., political science, public policy, communications)

Proven experience in strategic planning, coordination, and management within the nonprofit, social justice, or advocacy sectors.

Strong knowledge of immigration policies, laws, and issues, with a demonstrated commitment to immigrant rights and social justice.

Excellent written and verbal communication skills, with the ability to effectively articulate complex ideas to diverse audiences.

Demonstrated experience in building and maintaining partnerships, coalitions, or networks with diverse stakeholders.

Strong leadership and managerial skills, with the ability to inspire and motivate teams and collaborate across departments.

Experience in media relations, public speaking, and utilizing various communication channels (e.g., traditional media, social media) for advocacy and public outreach.

Ability to work in a fast-paced environment, multitask, and adapt to changing priorities.

COVID depending, the ability to travel for various periods of time.

Familiarity with EveryAction or other organizing data bases is preferred, but not required.

Training curriculum design experience, preferred, but not required.

A commitment to social, racial, and economic justice and a deep understanding of the challenges facing low-wage workers, immigrant communities, communities of color, disabled people, LGBTQ+ folks, and people at the intersections of the above communities.

Proficiency in multiple languages is a plus.

Previous work/ relationship with FIRM or FIRM Action is a plus.

**About FIRM:**

The Fair Immigration Rights Movement (FIRM) has fought for immigrant rights for over 20 years with massive impact, building out the power of immigrant communities across the country at the local, state, and federal level and fighting against anti-immigrant policies pushing our communities into the shadows.

After a joint year-long strategic planning process, the leadership of FIRM/Action has elected to independently incorporate its c3/c4 after 20 years with a national fiscal agent.

In this new formation, as an independent national immigrant rights network of 40 active members - 34 state organizations from 32 states, and 6 national membership-based organizations and 27 c4s - FIRM/A stands *together and united* to transform our immigration system, defend our democracy, and fight for justice. We believe in a vision of a country that values and respects the contributions of immigrants, and we are committed to ensuring that those most impacted have a voice

at the table and delivering the changes they want to see through a multifaceted approach that prioritizes collaboration, organizing, advocacy, and action.

At the heart of our political vision is the belief that every person, regardless of their immigration status, deserves dignity, respect, and the opportunity to thrive. We stand firm in our commitment to protecting the rights and well-being of all immigrants– both current and future– and communities of color across this nation.

**Submission of Applications:**

Questions and formal submissions can be directed to the FIRM Governance and Hiring Committee at [FIRM@nyic.org](mailto:FIRM@nyic.org).

**Deadline for submission of letters of interest are preferred by August 7, 2023.**