



COMMUNITY ASYLUM SEEKERS PROJECT - EXECUTIVE DIRECTOR
Job Announcement

POSITION: Executive Director

LOCATION: Brattleboro, VT

REPORTS TO: Board of Directors

PAY SCALE: \$47,000 - \$50,000 Per year, prorated

STATUS: Full-time at 37.5 hrs/week, Exempt

Flexible Start-date, Summer 2023

Community Asylum Seekers Project (CASP) seeks a full-time Executive Director to guide the organization as it continues to mature and build sustainable structures of support for asylum seekers in Southern Vermont. Community Asylum Seekers Project, a 501(c)(3) in Brattleboro, VT formed in 2016, aims to cultivate a supportive community for people seeking asylum in the U.S., while offering basic needs and accompanying them on their journey towards building a life in this country.

The Executive Director is responsible for working with the organization's staff to carry out the mission and vision of CASP while working in close collaboration with the organization's Board of Directors. The Executive Director will help to define CASP's strategic direction and ensure that resources are in place to accomplish mission goals. They will take a leadership role in supporting the ~20 asylum seekers currently living in Southern Vermont, while working toward building a welcoming community for future arrivals; recruiting, supervising and retaining staff; leading, inspiring, and utilizing the talents and experience of volunteers; and building an organizational culture that supports CASP's mission. This individual will provide direction in fostering supporter and donor relations and overseeing development, publicity, and fundraising for the growth and sustainability of the organization.

Duties:

- Supervision, evaluation, and mentoring of staff and interns
- Working with Case Manager and Outreach Coordinator to oversee case management services, volunteer engagement, and external communications
- Serving as staff liaison to the Board of Directors and its committees; supporting the work of the board
- Working with the Board of Directors to create, monitor, and manage the annual budget, stewarding the growth of the organization and keeping donors informed about its financial health
- Coordinating and bottomlining fundraising efforts, grants research, grant writing, grant reporting, and donor engagement
- Liaising with pro bono legal teams to support preparation of asylum claims
- Representing the organization on local and statewide coalitions
- Developing and sustaining relationships with local partners
- Representing the organization in local speaking engagements

Required Qualifications:

- A demonstrated passion for social and immigration justice
- Exceptional organizational skills, ability to multitask, and ability to juggle competing priorities
- Proven experience with budget management and oversight and fundraising including grant writing
- Bachelor's degree or equivalent experience in a relevant field
- At least one year in a nonprofit management role that includes supervision of staff
- Fluency in English
- Proficiency in Spanish
- Facility with major gift solicitation
- Excellent oral and written communication skills
- Ability to network effectively with immigration-related resources
- Flexibility and the ability to adapt to changing circumstances
- Proficiency in computer skills, including G Suite and Zoom

Preferred Qualifications:

- Fluency in Spanish
- Proficiency in languages other than English
- MA or higher in a related field (social work, nonprofit management, human migration, ethnic/area studies, etc.)
- Professional and/or lived experience with the U.S. immigration legal system
- Bilingual, bicultural candidates encouraged to apply
- Proficiency in website management, accounting software, CRMs (e.g. Snowball, Hubspot), and/or task management software (e.g. Slack, Asana)

Compensation and Benefits:

This is a full-time position at 37.5 hrs/week with an option for remote work 1-2 days a week and in-person work 3-4 days a week. Some availability on evenings and weekends is necessary for speaking engagements and board meetings.

Salary range is \$47,000 - \$50,000. Generous benefit package includes 11 paid holidays, paid vacation and sick time, contribution to retirement fund, dental insurance, healthcare stipend and training and professional development.

To apply

Applications will be reviewed on an ongoing basis. This position is open until filled. Please submit a letter of interest and resume via email as promptly as possible to jobs@caspvt.org. Please include "Executive Director Search" in the subject line of the email.