

The Connecticut Institute for Refugees and Immigrants' (CIRI) mission is to assist immigrants, refugees, survivors of human trafficking and torture, and unaccompanied minors to resolve legal, economic, linguistic and social barriers so that they become self-sufficient, contributing and integrated members of their communities. CIRI achieves this mission by providing a compassionate array of high-quality legal, social and educational programming and by promoting cross cultural understanding and decent treatment for all. Originally called the International Institute of Connecticut, CIRI has over 100 years of service delivering life-changing services that empower clients to thrive. CIRI is recognized as the statewide leader in its services and is often sought out for opinions and statements to the government and press.

CIRI delivers services statewide from offices located in Bridgeport (headquarters), Stamford, Hartford and Waterbury. CIRI's five direct services programs are: Immigration Legal Services; Refugee Services; Project Rescue serving survivors of human trafficking and unaccompanied minors; Survivor Services serving survivors of torture; and Economic Empowerment, a jobs placement and career development program. CIRI has a vibrant community engagement that provides diverse opportunities for volunteers, mentors and interns. CIRI also offers fee-based language translation services for individuals, businesses and organizations. In 2018, CIRI delivered services to 3,245 individuals; engaged 670 volunteers; and reached close to 2,500 people with outreach and education.

## **POSITION**

Reporting to the Board of Directors, the President and CEO has overall strategic and operational responsibility for CIRI's staff, programs, execution and achievement of its mission. He/she will oversee a staff of 40 full and part-time employees and will manage a budget of approximately \$2.6 million. He/she will maintain and enhance CIRI's strong brand through programmatic and operational excellence, dynamic community engagement and thought leadership across mission-critical issues. This is a highly visible and collaborative position, requiring ongoing interactions with the Board, staff, clients, community stakeholders and funders.

## **RESPONSIBILITIES**

The President and CEO has overall responsibility for CIRI's ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance, administration, fundraising, and communications. The President and CEO will:

- Prepare and execute strategic and operating plans to ensure that visionary goals are set and achieved in line with specific, measurable and timebound objectives.
- Develop and oversee the annual agency budget while managing a sound balance sheet.
- Develop and implement CIRI's fundraising plan to ensure that all relevant funding opportunities are aggressively and professionally pursued.
- Lead, coach and develop CIRI's senior management team, build on the organization's existing internal infrastructure, and ensure that programmatic objectives are supported internally.
- Maintain and enhance CIRI's strong brand and public image, reputation and key relationships, including relationships with government, media, donors and stakeholders.
- Strengthen, enhance and establish collaborations that further the mission of the organization with stakeholders and other non-profits.

- Serve as a leading public advocate for immigrants, refugees, survivors of torture and human trafficking in the state of Connecticut.
- Actively engage board members and support ongoing board development.

## QUALIFICATIONS

CIRI has a strong and well-earned reputation as the preeminent leader of legal and social services for immigrants, refugees, survivors of torture and human trafficking, and unaccompanied minors in Connecticut. CIRI is poised to engage in strategic growth to meet the increased demand for our services. At a time when national trends and policies have driven increased demand for immigrant and refugee services, CIRI's mission has never been more critical. Consequently, the Board seeks candidates with the following qualifications:

- B.A. required; advanced degree preferred.
- Experience in the nonprofit sector as a senior manager, or in other leadership roles, preferably in related fields such as immigration law, refugee and immigration studies, or social services.
- Experience in fundraising, with an understanding of the overall public and private fundraising landscapes, and specific expertise in applying for and administering federal and state grants, foundation grants and/or individual donor cultivation.
- Track record of effectively leading a growing organization with complex programs; multiple funding sources, each with unique schedules and requirements; demonstrated examples of implementing entrepreneurial initiatives; and knowledge of measuring results and outcomes.
- Experience working with a board of directors.
- Leadership in strategic collaboration.
- Strong written and verbal communications skills combined with a passion to advocate for CIRI's mission.
- Multicultural experience.
- Enthusiasm, idealism, integrity, imagination, positive attitude, mission-driven and self-directed.
- Requires statewide travel and site visits.

## Compensation

Salary is commensurate with skills and experience. CIRI offers a robust benefits package that includes health, dental, long term/short term disability and life insurance, as well as a 403(b) retirement plan.

## To Apply

The ideal candidate will be available to begin in January 2020. **Applications should be submitted via email by November 22, 2019.** To apply, please send a cover letter and resume to [CIRI.President.CEO@gmail.com](mailto:CIRI.President.CEO@gmail.com) with "President and CEO Application" in the subject line. We will acknowledge receipt. CIRI is an equal opportunity employer and recognizes the value of diversity in the workplace. We make no employment or volunteering decisions based on gender, race, age, disability, religion, national origin, sexual orientation, or any other protected class.

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