

COMMUNITY SPONSORSHIP HUB (CSH)

DEPUTY EXECUTIVE DIRECTOR

<https://communitysponsorshiphub.org/>

The Organization:

The Community Sponsorship Hub (CSH) is a dynamic organization dedicated to growing the role of communities in the protection, resettlement, and integration of refugees and other forcibly displaced people. Mobilizing civil society, and the public, private, and philanthropic sectors, and empowering them with resources and access, we shape and coordinate a community sponsorship system that leverages the power of welcoming Americans.

CSH operates in the U.S. (New York, Washington, D.C., and remote) as a project that is fiscally sponsored by Rockefeller Philanthropy Advisors. CSH is committed to creating a diverse, equitable, and inclusive workplace.

The Community Sponsorship Hub exists to grow the role of communities in the protection, welcome and integration of refugees and other forcibly displaced people.

We center communities as the heart of welcome.

About Private Sponsorship for Refugees

The Department of State, Bureau of Population, Refugees, and Migration (PRM) has launched Welcome Corps, a Private Sponsorship of Refugees pilot program as part of the Administration's efforts to expand community sponsorship in refugee resettlement. Over a 3-year grant period, the Community Sponsorship Hub and its consortium will develop and implement the infrastructure to welcome and support thousands of refugees by equipping lawful permanent residents and citizens to welcome newcomers and experience the benefits of resettlement firsthand. The program allows Americans to consistently engage in sponsorship and meaningfully enhance integration outcomes for refugees. The PSR pilot program builds on previous successes in community sponsorship programs to expand resettlement capacity in the United States and diversify welcoming communities, bringing new perspectives, and increasing opportunities to take part in resettlement.

The Role:

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| Reports to: | Executive Director |
| Location: | Remote with regular travel to New York, Washington DC and other locations |
| Supervisory Reports: | Director, Welcome Corps Program Manager Complementary Pathways Program Manager Practice & Research Program Officer Grants Management & Compliance |

Overview:

As an integral member of the executive leadership team, the inaugural Deputy Executive Director (DED) will operationalize and lead all CSH community sponsorship programs: Welcome Corps and Complementary Pathways. The DED will also oversee Grants & Compliance and a newly created department focused on Program Practice & Research.

This leader will have an opportunity to promote, shape, and coordinate a community sponsorship system that leverages the power of welcoming communities to ensure continued capacity building, innovation and permanency in US refugee resettlement. In addition to the strategic components of the position, the DED will play a crucial role in creating a culture of efficiency, transparency, improved decision making, communications, and information sharing throughout the organization.

Key Responsibilities:

- Partner with, and support, the Executive Director in the overall oversight and leadership of the organization.
- Manage and oversee the day-to-day operations of CSH's key sponsorship program, Welcome Corps and the Complementary Pathways programming (university and labor sponsorships).
- Ensure Welcome Corps is meeting all stated milestones and goals established by The Department of State PRM; along with the Director, Welcome Corps work in close coordination with The Department of State PRM as needed and required.
- Serve as an innovative thought leader and partner to Consortium partners (including welcome.us) ensuring the successful implementation of all key operational components of Welcome Corps.
- Effectively and clearly communicate CSH's vision, mission, and strategy to internal and external stakeholders within the resettlement and refugee space.
- Develop and manage an accountability framework to evaluate progress, including cross departmental synergies and improved coordination.
- Work closely with Director of External Affairs to inform program fundraising needs, collaborate on fundraising assets that relate to programming, and ensure adequately spending of restricted dollars to ensure continued funding.
- Serve as a thought leader around potential additional collaborations in an effort around expansion of sponsorship programming.

- Recruit, onboard, develop and retain a diverse and talented mission-focused team.
- Cultivate a strong, collaborative and transparent working relationship with the Executive Director and Advisory Board to ensure open communication about operational progress and performance.
- Support ongoing fundraising and communications strategies as needed.

The Person:

Professional Experience

- At least 10 years progressive experience in the resettlement or refugee space, or in related nonprofit programming.
- At least 5 years in supervisory positions, leading and developing high functioning teams.
- Strong experience interacting with the US immigration system would be advantageous.
- Experience with grants management, government funding and policy preferred.
- Deep experience in program implementation is essential, particularly related to resettlement, migration and/or emergency response.

Skills

- Excellent written and oral communication skills with the ability to communicate complex programmatic elements in an accessible manner to a diverse set of audiences.
- Solutions-focused and results-oriented with strong, creative problem-solving skills.
- Initiative and ability to work collaboratively and effectively in a fast-paced work environment.
- Strong organizational and analytical skills, attention to detail, follow-through, and flexibility around changing priorities and deadlines.
- Strong attention to detail and the ability to meet deadlines.
- Excellent interpersonal skills and direct experience building relationships in international, multicultural environments.
- Strong negotiation and conflict resolution skills; ability to work collaboratively with constituents from diverse backgrounds and with a variety of styles.
- Strong mentoring, coaching experience to a team with diverse levels of expertise.
- A team leader who will listen and hear, and can positively and productively impact both strategic and tactical organizational initiatives.
- Strong computer skills, including Microsoft Office and database platforms.

Commitment to Racial Equity and Social Justice

- Strongly encourage applications from individuals with lived experience in the communities we serve or whose identities are underrepresented in the immigration and protection profession
- Unwavering commitment to advancing racial equity and ensuring this is reflected throughout the organization's culture and programs
- Recognize the intersection of race and economics in shaping education and employment opportunities.
- Will work to elevate and amplify the voices of the refugees and displaced persons we serve.

Compensation:

- Salary range: \$160,000 to \$190,000 based on experience.
- CSH offers a generous benefits package including medical insurance, 401k employer match, parental leave, and generous paid time off.

CSH is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, country of origin, genetics, disability, age, or veteran status. We strongly encourage applications from individuals with lived experience in the communities we serve or whose identities are underrepresented in the immigration and protection profession.

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To learn more about this opportunity, please contact:

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