COMMUNITY SPONSORSHIP HUB (CSH)

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:

Reports to: Board of Advisors

Location: Remote with regular travel to New York, Washington DC and other locations

Supervisory Reports: Deputy Executive Director, Director of Operations, Director of External Affairs, Director of Communications, Strategist, Executive Assistant

Overview:

The Executive Director provides overall leadership and direction to the Community Sponsorship Hub (CSH), ensuring that the organization fulfills its mission. Their responsibilities include:

- Leading in the development and execution of the organization's strategic plan;
- Ensuring the organization's financial health through budget development and management, and strategic fundraising inclusive of grants and major gifts;
- Cultivating strategic relationships with federal and state government, civil society, and businesses to shape, implement, and scale an expanded community sponsorship system;
- Effectively and clearly communicating CSH’s vision, mission, and strategy to internal and external stakeholders within the resettlement and refugee space, serving as a spokesperson for CSH and the importance of private sponsorship as a complementary pathway;
- Recruiting, onboarding, guiding, developing and retaining a diverse and talented mission-focused team;
- Building a strong, collaborative and transparent working relationship with the team and Advisory Board to ensure open communication about operational progress and performance.

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. As the organizational leader, they will build and evolve a culture of efficiency, transparency, improved decision making, communications, and information sharing throughout the organization.

Key Responsibilities:

Executive Leadership and Team Management
- Provide overall leadership and direction to CSH, ensuring that the organization fulfills its missions.
- Lead in the development and execution of the organization's strategic plan.
- Ensure the organization’s financial health through budget development and management.
• Facilitate a strong working dynamic and partnership with direct reports, as well as various staff and departments.
• Liaise with Rockefeller Philanthropic Advisors (RPA) and CSH’s Advisory Board.
• Oversee the hiring, onboarding, training and cultivation of CSH’s staff as well as provide staff with leadership, guidance, and oversight.
• Facilitate strong working dynamics between the various staff and departments.
• Promote strong organizational health and positive professional culture.

Fundraising and Grants Oversight
• Develop an executive a strategic fundraising strategy inclusive of grants and major gifts.
• Liaise with CSH’s existing funder base and continually cultivate funders to support expansion of programming.
• Oversee grants development and reporting.

Strategic Partnerships & Communications
• Cultivate strategic relationships with federal and state government, civil society, and businesses to shape, implement, and scale an expanded community sponsorship system.
• Connect domestic and international partners to resources, learning opportunities, and a broader sponsorship strategy.
• Serve as a spokesperson for CSH and the importance of private sponsorship as a complementary pathway.
• Represent the organization externally by participating in public speaking engagements and other events.

Technical Expertise and Strategic Program Management
• Support the broader domestic protection space, representing the benefits of sponsorship as appropriate.
• Oversee the development and implementation of strategy in collaboration with senior staff and CSH’s Management Committee.
• Lead a growing programs team to ensure programmatic delivery meets key deliverables and evaluation targets.

The Person:

Professional Experience
• At least 12 years progressive experience in the resettlement or refugee space, or in related nonprofit programming.
• At least 7 years in leadership positions, building 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.
• A strong track record of developing and implementing strategic, innovative, and data-drive programming.
• Experience of, and strong comfort-level with, public speaking; will advocate for important elements of sponsorship in public fora.
• Demonstrated ability to work effectively across a diverse portfolio of programs and a history of problem-solving complex issues by bridging the gap between strategy and implementation.
Skills

- Thoughtful, collaborative, creative, and empowering leader with strong management abilities.
- Demonstrated success in building, leading, and retaining diverse teams; experience managing a geographically disparate or remote team.
- Excellent written and oral communication skills with the ability to communicate complex programmatic elements in an accessible manner to a diverse set of audiences, including refugees and their families, staff, business leaders, sponsors, senior government officials, community leaders, and funders.
- 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; Committed to building staff capacity and elevating the work of their team.
- A team leader who will listen and hear, and can positively and productively impact both strategic and tactical organizational initiatives.

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: $180,000 to $210,000 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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