



**Executive Director of a Small Not-For Profit Organization
Working for Immigrants
in a Multi-Cultural University Town in Central Illinois**

Who We Are: Immigrant Services of Champaign-Urbana is a young organization of volunteers and staff from different faith-based and ethnic backgrounds that assists and fights for immigrants with little or no resources across a wide range of issues, from rental, utility and food assistance, transportation, free household goods, to connecting our clients to legal assistance, medical and mental health services. It is part of the organization's DNA to never refuse help to immigrants in need and to go the extra mile. ISCU currently has a staff of 8 full or part-time employees and about 50 volunteers.

Position Description

This is a full-time position. The E.D. develops strategic plans for the organization, oversees all its operations, supervises the employees, helps coordinate the work of dedicated volunteers, liaises with other NGOs and public offices, and helps with the development work. As ISCU is a young organization the next E.D. will have the exciting opportunity to shape its future as a vibrant multi-cultural NGO with a uniquely caring ethic and a spirit of fellowship.

Duties

- Supervise the staff and help coordinate the work of volunteers
- Maintain and expand the network of organizations with whom we cooperate for the benefit of immigrants
- Together with the treasurer and finance manager assure fiscal solvency and transparent budget and accounting practices
- Consult regularly with the Board of Directors about the state of the organization and its activities
- Improve record keeping and reporting on the full extent of the organization's charitable work
- Continually evaluate the portfolio of ISCU's charitable activities and launch initiatives for new or expanded activities
- Improve publicity about the organization's work, and improve communications with volunteers, donors and friends
- Organize seminars and other events for immigrants, volunteers, friends and donors

Requirements

- Applicants must be bilingual in English and Spanish.
- Associate Degree supplemented by relevant coursework and/or training to meet the required position skills, or an equivalent combination of work experience and education that demonstrates the required knowledge, skills, and abilities. Bachelor's degree preferred.
- Significant work experience with charitable or similar organizations
- Appropriate computer/software skills.
- Organized and detail-oriented with good oral and written communication skills
- Openness to working with multicultural non-traditional clients

Salary: \$ 50,000 - \$ 52,000, plus health and dental insurance benefits.

Job Location: ISCU's office, 201 W. Kenyon Road, Suite 4A, Champaign, IL.
Home visits, fieldwork, and outreach events.

Starting date of position: July or August 2023

How to Apply

Interested applicants should submit a resume, cover letter and 2 references to Nils Jacobsen, ISCU President, at nilsjacobsen48@gmail.com. Please put "ISCU Executive Director" in the subject line. No telephone inquiries please.

Immigrant Services Mission: *Our purpose is to extend a welcoming hand to immigrant families who are new to our community. When families face obstacles, we are here to help; we provide them with the tools they need to build a future where their talents and skills will help them fulfill the dreams they had when they first arrived in this country.*

Immigrant Services of Champaign Urbana is a 501(c)(3) nonprofit organization. We are an equal opportunity employer. Please visit our website at <https://www.isc-u.org> for more info.