



Job Description

Position Title: Executive Director

The Missouri Immigrant & Refugee Advocates (MIRA) is a coalition of faith, labor, community, business and direct service organizations that recognizes the intrinsic value of all people, organizes and advocates for the basic rights of all immigrants and refugees. Recognizing that our federal system of immigration is broken, MIRA works statewide to build support for comprehensive immigration reform. MIRA uses a variety of advocacy and education strategies on the state, federal, and local levels to build power in foreign-born communities, and create a welcoming climate for immigrants and refugees.

The Executive Director for MIRA leads the coalition, and guides day-to-day operations of the Statewide advocacy organization. The Executive Director works with staff, coalition members, and the Board of Directors to fundraise, develop and support programming and organizing that advances MIRA's mission and builds the sustainability of the organization. The Executive Director manages this nonprofit and fundraises to ensure financial sustainability of the organization.

Supervision: This position reports to the Board of Directors.

Duties:

- Develop and implement organizational fundraising plans, including grant management, donor cultivation, and event fundraising
- Lead diverse statewide coalition on issue advocacy, including acting as lobbyist in Jefferson City
- Work with MIRA staff and coalition members to plan, develop, and implement organizing and education campaigns and programs
- Direct staff, contractors, and volunteers
- Draft and disseminate organizational communications, including press materials, action alerts, and coalition updates
- Work with bookkeeper and accountant to manage organizational finances
- Report to Board of Directors on a monthly basis on MIRA's financial position, actions, and progress within strategic plan

Qualifications:

- Bachelor's degree and at least 5 years experience in nonprofit leadership or coalition leadership
- Demonstrated success in non-profit fundraising and dedication to building financial sustainability
- Experience in developing and managing budgets
- Demonstrated experience in coalition participation and planning
- Excellent written, oral, and online communications skills, and experience with social media
- Ability to manage multiple tasks and direct others in a fast-paced environment
- Desire and ability to work closely with people of diverse backgrounds and interests
- Willingness to work occasional evening and weekend hours
- Proficiency in Microsoft Office
- Working knowledge of Quickbooks and/or standard bookkeeping practices
- Own transportation and insurance, and willingness for frequent travel throughout the state
- Commitment to social justice and immigrant rights
- Capacity to speak languages other than English preferred but not required

TO APPLY, mail or e-mail a cover letter, detailed résumé and the name, email, and phone number of three references to Jennifer Disla, MIRA Interim Executive Director at jen@mira-mo.org , 2725 Clifton Avenue St. Louis Missouri 63139.