



Associate Director **Detention Watch Network**

Position Summary

Detention Watch Network works through the collective strength and diversity of its members to expose and challenge the injustices of the U.S. immigration detention and deportation system and advocate for profound change that promotes the rights and dignity of all persons. Working with DWN is a unique opportunity to interact with, and support the work of, immigrant rights advocates as we build our collective power and vision of a world without immigration detention.

Detention Watch Network began in 1997 in response to the explosive growth of the immigration detention and deportation system in the United States. Over the course of 20 years, DWN has evolved from a loose network of service providers, national advocates and faith representatives into a dues-based, member-led coalition. DWN is widely recognized as a national leader in the movement to end the use of immigration detention, with over 100 organizational and individual members that include formerly detained people and their families, community and faith-based groups, grassroots activists, legal service providers, and national and regional advocates.

The Associate Director assumes a key leadership role at Detention Watch Network in the areas of fundraising, organizational sustainability, membership and network development, and coordination of the Network's operations. In collaboration with the Executive Director, the Associate Director fosters the formation of a national grassroots network and mutually supportive partnerships among members and allies.

The Associate Director will act as the Chief Operations Officer and is responsible for the internal management of staff and finances to ensure strong functioning of DWN. Under the authority of the Tides Center and supervision of the Executive Director, the Associate Director supervises administrative staff and coordinates consultants, oversees the management of the budget, develops and executes the fundraising plan, ensures compliance with funder requirements, and ensures timely and accurate reporting. The Associate Director works closely with the Executive Director and Steering Committee on strategic planning and goal setting for the organization and encourages the growth of DWN staff.

The position will be based in DWN's Washington, D.C. office.

Essential Responsibilities

- Drive and diversify fundraising by strengthening existing relationships with individual donors and foundations, cultivating new donors, prospecting new grants, and developing innovative funding sources.
- Leads efforts to develop and meet the goals of the annual fundraising plan, including grant proposals, funder reports, direct mail appeals and special fundraising events.
- Prepares grant proposals and reports, and monitors compliance.
- Coordinates monthly staff reporting and tracks outcomes for grant reporting.

- Oversees talent and supports overall growth of DWN staff.
- In coordination with the Tides Center and the Executive Director, interviews, hires and trains staff; plans, assigns and directs work, appraises performance; addresses complaints and resolves problems.
- Act as “chief problem-solver” to resolve ad hoc challenges (internal or programmatic) that arise, and develop and implement solutions that work. Helps resolve issues on behalf of the Executive Director.
- Facilitates regular planning and workplan development and ensures that planned activities are carried out as scheduled.
- Oversees the coordination of periodic member meetings and/or conferences.
- Oversees the implementation of organizational and program budgets and supervises the preparation of monthly and annual fiscal reports.
- Supervises DWN staff working on administration, finance and development.
- Serves as the main liaison with fiscal sponsor regarding program and financial administration.

Other Responsibilities:

- Manages membership recruitment and network development as well as the development of member leadership.
- Works to recruit and engage steering committee members and provides support to ensure effective governance of the organization.

Qualifications

• Experience

- Demonstrated experience and commitment to advancing social justice activism.
- Strong experience with management of nonprofit organizations, including financial and program management.
- Demonstrated personal commitment to facilitating engagement, communication and partnership.
- Experience supervising staff and interns.

• Knowledge

- Demonstrated knowledge of the functioning and dynamics of non-profit, social service, legal and advocacy networks.
- Experience on working on issues related to immigration rights or racial justice preferred.

• Skills and Abilities

- Successful track record with grant writing and developing relationships with individual donors and foundations.
- Exceptional communication and facilitative skills, and an ability to engage and work with diverse groups of people in an open and respectful way.
- Excellent organizational skills, ability to balance multiple tasks, respond calmly under pressure, be a reliable team player and both set and meet deadlines.
- Experience developing work plans and budgets.
- Expertise in gathering, organizing, and synthesizing information, and communicating that information effectively in both written and oral forms.
- Ability to work, collaborate and negotiate effectively with persons from diverse backgrounds and cultures and nonprofit organization executives, staffs and leaders.
- Ability to work independently as well as to delegate tasks to volunteers.
- A high level of emotional intelligence and capacity for self-reflection and self-improvement.

- Commitment to encouraging a healthy and collective work environment that values work and personal life balance. Recognition that creativity, health and humor among staff enrich the work of the organization.
- Bilingual capacity in English and Spanish preferred but not required.

DWN offers a competitive salary with excellent benefits and a collaborative work environment with colleagues who are dedicated to racial and social justice.

Please submit a resume, cover letter and writing sample to jobs@detentionwatchnetwork.org

Detention Watch Network, a project of the Tides Center, is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.