



Job Announcement, Deputy Director

ABOUT CATHOLIC MIGRATION SERVICES:

Catholic Migration Services ("CMS"), an affiliated agency of Catholic Charities Brooklyn and Queens, provides high quality free legal services, community education, and advocacy for low-income immigrants residing in Brooklyn and Queens, regardless of race, religion, ethnicity, national origin, or immigration status. CMS annually assists approximately 6,000 individuals with their immigration, housing, and employment legal needs from our two offices in Downtown Brooklyn and Sunnyside, Queens. CMS is committed to "welcoming the stranger in our midst" by serving and working alongside underserved immigrant communities to advance equality and social justice.

POSITION:

CMS has created a new position of Deputy Director to oversee our development work and support the Director of Legal Services' management of the agency. The Deputy Director will manage almost all aspects of the agency's development efforts, including foundation grants, government contracts, and other fundraising. CMS has an annual budget of approximately \$5.7 million, which includes funding from various government agencies (city, state and federal), foundations, individual and corporate donations and special events. The Deputy Director will work with the Director of Legal Services and program managers to identify the funding needs of the agency, strategize for how to meet those needs, secure new or renewal grants and donations, and report to funders on our work, especially City, State and Federal agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with the Director of Legal Services and the Management team to help oversee all CMS programs and operations;
- Design and manage the implementation of systems to support staff;
- Work with Director of Legal Services and the Senior Development Associate to maintain and build CMS' funding streams and respond to RFPs;
- Lead the application process for new and renewal funding with federal, state, and city agencies, foundations, and other funders, and manage the post-award contracting process;
- Work with the Grants Associate to compile, draft and submit detailed data-driven timely program reports to funders;
- Oversee communications to current and potential donors;
- Participate in funder and partner meetings, trainings, and conferences;
- Provide guidance on grant changes and updates, implement procedures for data collection and case management and monitor grant performance, data collection. and data integrity;
- With the Director of Legal Services oversee other events including staff trainings and retreats; and
- Supervise the Grants Associate and a Senior Development Associate.

QUALIFICATIONS:

- At least 5 years of management and/or supervisory experience in a non-profit setting;
- Excellent oral and written communication skills;
- Experience working with organizations in the legal services field;
- Grant writing and reporting experience;
- Proficiency with Microsoft Office (Outlook, Excel, Word) and Legal Server case management database;

- Demonstrated ability to take initiative and work independently, as well as to work collaboratively with a team; and
- Commitment to social justice.

DIVERSITY AND NON-DISCRIMINATION POLICY:

Catholic Migration Services values workplace diversity and welcomes applicants and employees of all backgrounds. CMS strives to create a positive, supportive, and inclusive work environment for all staff. CMS makes all employment decisions without regard to any applicant's or employee's protected characteristics, including their race, religion, color, national origin, immigration status, age, disability, sexual orientation, gender identity, arrest or conviction record, or marital status.

SALARY AND BENEFITS:

The salary range for this position is \$90,000 to \$125,000. CMS offers a very competitive salary and benefits package that includes medical, dental and vision insurance coverage, transit benefits, Flexible Spending Account (FSA) and a 403(b) retirement plan including employer contribution. We offer generous leave policies, including four weeks paid vacation, four paid personal days, fourteen paid holidays and the week off between Christmas and New Year's Days, inclusive.

APPLICATION INSTRUCTIONS:

Applications will be accepted immediately and will be considered on a rolling basis. Interested applicants should send a cover letter and resume to Magdalena Barbosa, Director of Legal Services at mbarbosa@catholicmigration.org.