

**IMMEDIATE JOB OPENING**  
**THE BUFFALO IMMIGRANT LEADERSHIP TEAM**  
**IS SEEKING**  
**A LEAD ORGANIZER**  
**WITH AN OPPORTUNITY FOR ADVANCEMENT**

**WHO WE ARE:** The Buffalo Immigrant Leadership Team (BILT), established in Buffalo, NY, in 2015, is a multi-racial, multi-faith community organization, with refugee and immigrant members from over 24 countries. BILT seeks to build the civic capacity of refugees and immigrants to address social, racial, and economic justice issues through leadership development, advocacy, training, and community organizing. We are a federation of the Faith in Action national organizing network.

**OUR MISSION:** The Buffalo Immigrant Leadership Team builds a strong, healthy refugee and immigrant community in and around Buffalo, NY by developing powerful leaders of faith and moral courage to address the educational, social, economic and political needs of the community.

**OUR NEED:** We are seeking a LEAD ORGANIZER to fill a 30-35 hour a week position that requires the ability to guide the growth and effectiveness of our interfaith community organization. This requires: (1) working with and bringing together a diverse cultural and linguistic refugee and immigrant communities to further implement our vision, and (2) administering the general operations of BILT, including grant writing and fundraising support. A successful candidate needs to have personal qualities that include integrity, basic administrative skills, commitment to our mission, respect for diversity, ability to motivate and inspire, and a faith foundation.

The LEAD ORGANIZER would have the potential to become the Director, following executive coaching and one-on-one training, as well as successful completion of a probationary period.

**WHAT THE RESPONSIBILITIES ARE:**

- Work with the Board of Directors, its officers and Executive Committee, to achieve the organization's mission and goals and to ensure effective governance of the organization
- Build relationships of trust among the refugee and immigrant community leaders from diverse backgrounds, and deepen their participation in the work of the organization
- Identify, engage and involve refugees and immigrants in activities that promote leadership development, advocacy, training and community organizing

- Train and develop BILT's membership and organization leaders in advocacy and organizing skills to take action effectively in the public arena
- Work with staff from Faith in Action and other national networks and allies to help achieve programmatic and organizing goals
- Build and maintain relationships with public officials, strategic partners and others relevant to achieving the organization's vision, mission and goals
- Conduct research and analysis on viable, systemic solutions to community problems and issues and share with the organization
- Work with organizational leaders to coordinate events such as town halls, educational forums and public meetings
- Assist in the development and execution of a strategic plan that includes fundraising
- Engage Board Members in active participation in fundraising and other programmatic activities
- Maintain financial sustainability and function within the budget approved by the Board Prepare written communications, reports, newsletters, meeting agendas and summaries, and other written documents
- Attend monthly Board meetings and submit a written report summarizing monthly activity and achievements to be distributed with other Board meeting documents
- Insure legal and other compliance and comply with all policies set by the Board
- Perform administrative and other duties as needed

### **WHAT WE REQUEST:**

A successful candidate will have:

- A passion for and commitment to justice issues and the communities that BILT serves.
- Demonstrated experience in leadership development, training, advocacy or community organizing
- Relationship-building skills and sensitivity to work with a multiracial, multicultural and multilingual refugee and immigrant community
- The capacity to establish a positive, effective interface with Board members, representatives of Faith in Action, community members and allies
- Excellent organizational, research, analytical, written and oral communications skills; and the ability to conduct public policy analysis
- Computer literacy and ability to effectively utilize data bases, Power Point, virtual meetings and social media including website updates
- Ability to develop and carry out a strategic plan that effectively increases the membership of the organization
- Demonstrated ability to write, secure and manage grant funding
- Ability to design and facilitate workshops, trainings and community presentations both in person and virtually
- Ability to plan and implement effective meetings and prepare leaders to do so as well; to host pre-meetings and planning meetings that set agendas and define actionable goals that are achievable within a clear time frame, and to conduct

meeting evaluations and hold partners, staff, and leaders accountable to the goals of a campaign and the organization

- Flexibility, proactivity, resourcefulness, and efficiency
- Ability to work a flexible schedule that includes evenings, weekends and occasional travel
- Ability to give and accept constructive feedback
- Reliable transportation
- Preferred: Fluency in Spanish, French, Arabic or at least one other language that is representative of our immigrant and refugee community
- Preferred: Bachelor's degree in a related field with a concentration in public policy, community organizing, public administration or social work

### **Salary and Fringe Benefits**

Salary commensurate with experience and fringe benefits offered. Demonstrated competence in this role will open opportunity for advancement within the organization.

***To apply, please submit a resume, a cover letter and a writing sample to: [info@biltbuffalo.org](mailto:info@biltbuffalo.org) by June 14, 2021. Submissions without a cover letter and a writing sample will not be accepted. We hope to fill the position quickly but the position will remain open until filled.***