Executive Director for Non-Profit Agency
Foreign-Born Information and Referral Network

The Board of Directors of the Foreign-Born Information and Referral Network (FIRN) in Columbia, Maryland is seeking a dynamic, experienced Executive Director to provide strategic leadership and oversee the operations of the agency. FIRN is a non-profit agency with 11 employees who serve foreign-born individuals in Howard County (MD) with immigration counseling, translation and interpreter services, and connections to community resources and opportunities.

Under direction of the Board, the Executive Director is responsible for providing strategic leadership for FIRN by establishing both short- and long-range goals, strategies, plans and policies. This includes fiscal management and income development, program planning and operational management, and Board recruitment and development. Some evening and weekend work required.

PRIMARY RESPONSIBILITIES

- **Fiscal Management** -- Develops an annual budget, establishes income and expense parameters, determines specific expenditures within the approved budget. Works with the board to develop financial policies and internal controls. Responds to auditor findings. Provides regular reports to the board on revenue and expenditures, and other key financial measures. Complies with board-approved financial policies and reporting requirements.

- **Operations Management** – Hires, supervises and evaluates staff. Provides leadership and management to ensure the mission and core values of the agency are implemented and adhered to. Develops and oversees programs and services to support the agency’s mission and strategic objectives and provides regular updates to the Board regarding progress in meeting milestones. Makes efficient use of information technology. Spearheads the development, communication and implementation of effective growth strategies and processes.

- **Community Engagement** – Builds and maintains positive relationships with funding sources and potential donors including individuals, foundations, corporations, and community organizations. Collaborates with a wide range of community stakeholders including local, state and federal-level elected officials. Recruits volunteers and organizes activities in support of agency events. Serves as the primary spokesperson for the agency and oversees the agency’s marketing and communication efforts.

- **Resource Development** -- Works with the board to develop and execute effective fundraising strategies. Seeks to diversify funding sources through the identification of major donors and grant sources.
• **Advocacy** -- Demonstrates a thorough knowledge of current issues affecting the agency’s clientele and a sensitivity to the local and national political environment. Effectively communicates issues and challenges faced by immigrant populations to donors and funding sources. Collaborates with other non-profit agencies and community organizations in support of immigrant rights.

This job description does not represent a comprehensive listing of activities, duties or responsibilities that may be required.

**EDUCATION AND EXPERIENCE**

Master’s Degree Preferred. A minimum of five (5) years experience in various leadership/management roles; senior-level nonprofit experience strongly preferred. Possess strong interpersonal skills, excellent supervisory and team-building skills, and the ability to analyze and solve problems. Budget development and financial management experience required, with a proven history of successful resource development and fundraising. Possess excellent written and verbal communication skills, including experience in public speaking. Experience in immigration law preferred.

Interested persons should submit a letter of interest, along with a resume and three (3) references, **BY DECEMBER 6, 2019,** to:

Board of Directors  
FIRN  
5999 Harpers Farm Road, Suite E-200  
Columbia, MD 21044  
FIRNBoard@firnonline.org