



POSITION: Director of Advocacy
ORGANIZATION: No One Left Behind
LOCATION: Washington, DC Metro Area
REPORTS TO: Executive Director

ABOUT NO ONE LEFT BEHIND

No One Left Behind (NOLB) was established in 2014 when former Afghan interpreter and Special Immigrant Visa (SIV) recipient Janis Shinwari took \$35,000 raised for him through a GoFundMe campaign and founded an organization to help others like him. Janis saved five American soldiers as an interpreter in combat yet waited years for his SIV application to be approved.

Today, NOLB is the only national organization solely dedicated to assisting SIVs. NOLB directors, advisors, staff, and volunteers work tirelessly to ensure the United States meets its moral obligation to protect those who risked their lives in support of it abroad.

For more information, please visit nooneleft.org.

THE POSITION

The **Director for Advocacy** reports to the Executive Director of No One Left Behind (NOLB) and is the lead strategist on advocacy. The Director of Advocacy ensures that the organization achieves its key overall advocacy goals related to supporting Special Immigrant Visas (SIVs) abroad and at home. This role establishes the advocacy priorities through a consultative process with Board Members and staff that will assure SIVs get the legislative and executive support they deserve in law and policy. They will inform, inspire and engage colleagues and networks developing strong coalition partnerships and effectively leverage action. The Director works to influence policy-makers in the Executive and legislative branches of the federal government to promote SIVs.

DUTIES AND RESPONSIBILITIES

- Provide strategic leadership in NOLB advocacy. Identify and build strategies and support to bring about desired change in policies and practices. Pursue priorities and approaches that will have the greatest impact while considering the strategic landscape.
- Coordinate and guide NOLB staff and board, allocating responsibility and adjusting priorities for better impact, assessing progress, providing and receiving feedback, and planning for effective advocacy.
- Maintain excellent ongoing communication and coordination with coalition members and partners.

- Ensure that communication is frequent and supported between staff, and verify that such communication supports Board priorities, especially the Advocacy Committee.
- Meet and communicate with Congressional and Administration staff and officials, advocate that they promote and implement SIV priorities, build NOLB credibility on key issue areas, raise up stories regarding SIVs, and serve as a resource to policymakers.
- Ensure that NOLB is represented in advocacy coalitions, align with other organizations and nonprofits in promotion of NOLB advocacy issues, broaden consensus amongst other organizations, build and solidify support for the policies we endorse, prioritize and leverage coalition power to influence decision makers, the media and the public.
- Ensure that NOLB is represented in working groups that address issue priority areas and where NOLB will have an impact; establish and communicate appropriate priorities for such participation.
- Empower NOLB staff members to be advocates, channel their expertise to inform NOLB policy positions and improve advocacy recommendations, and understand how laws and policies impact SIVs.
- Draft statements, letters, web site content, or resources on refugee and immigration policies or legislation targeted at Congressional committees, policymakers and the public.
- Plan advocacy convenings, collaborative events, workshops, and advocacy meetings to facilitate constituent and partner participation and leadership in advocacy.

QUALIFICATIONS AND COMPETENCIES

The ideal candidate will possess:

- Strong interest in, understanding of, and dedication to NOLB's mission.
- Knowledge of the critical needs facing SIV applicants and recipients and their families.
- Five years of experience in Advocacy with and success in motivating, recruiting, developing, retaining, and mentoring stakeholders and important constituencies.
- Strong public relations experience with an ability to engage with a wide variety of key stakeholders and increase philanthropic support, in partnership with the Chief Development Officer.
- Experience on Congressional Staff or Committee preferred.
- Previous success establishing relationships with individuals and organizations of influence including partner organizations, government stakeholders, and volunteers.
- Experience and adeptness working with a Board of Directors.
- Unwavering commitment to quality programs and data-driven evaluation.
- Ability to work effectively in a collaborative and decentralized environment.
- A bachelor's degree in a relevant field required; advanced degree preferred.
- Possess strong oral and written communication skills including the ability to present content and ideas in a clear, concise, and compelling manner to all stakeholders, both internal and external.

PERSONAL ATTRIBUTES

- Exemplifies character in the form of being honest, discreet, and trustworthy; possesses the utmost integrity.
- Has a problem-solving mindset with good project management and time management skills.
- Demonstrates humility and flexibility and recognizes the achievements of others.
- Possesses strong communication skills up and down the organization and is open to listening to the views of others; keeps the Board of Directors up to date with both positive and negative events.
- Possesses the ability to produce significant output with minimal wasted effort.
- Possesses strong strategic thinking; uses long-range planning ability to implement a playbook to achieve success for NOLB's advocacy mission.

COMPENSATION AND BENEFITS

Annual cash compensation will consist of a competitive base salary and a comprehensive benefits package including health, dental, and leave.

TO APPLY

Please send a cover letter and resume to Jobs@nooneleft.org

Please use the Job Name in the subject line of your submission.

Do not email other No One Left Behind accounts nor reach out to staff directly.

Note: with the number of applicants, it may not be possible to respond to every applicant. Openings will be filled on a rolling basis.

NOLB provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing or service in the military.