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www.ocjusticefund.org

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The Orange County Justice Fund is dedicated to generating support for transformative and effective legal representation for some of the most vulnerable members of the Orange County community. The Orange County Justice Fund (OCJF) was created in 2017 through a collaboration of attorneys, law professors and grassroots leaders to ensure that no Orange County resident is forced to defend themselves from deportation without an attorney, to increase access to legal representation and to provide support so that those individuals eligible to be released from detention can do so without being financially devastated. OCJF's work has grown quickly and has been implemented almost exclusively through a volunteer-based Board of Directors.

Position Description

The Executive Director shall maintain, improve and expand upon the work that OCJF has accomplished in the immigrants' rights area. The Executive Director should be a person with deep knowledge of the immigrant justice ecosystem, familiar with issues of immigration enforcement, detention and deportation; demonstrate passion for the work of OCJF; have the ability to fundraise and build relationships with funders; possess strong administrative skills and the ability to work effectively with the board and committees in order to support and fulfill OCJF's mission and strategies. The Executive Director will be responsible for the continued success of the bond fund, and provide operational leadership, fundraising and establish the future vision of the organization. The Executive Director reports to and works directly with the Board of Directors.

Responsibilities

- 1. Sustainable Fundraising:** With the support of the Board, ensure that OCJF maintains a sustainable funding base, including major donors, grassroots fundraising, grants and special events.
- 2. Operations and Infrastructure:** Ensure continued success and operation of the immigrant bond fund, deportation defense and other programs and initiatives; implement communications strategy; develop organizational policies and practices; and supervise and mentor staff.
- 3. Furthering OCJF's Vision:** Provide visionary leadership for immigrants' rights and racial justice work in Orange County, consistent with the goals and mission of the Board.

Peggy Thompson

Sonali Shah

- 4. Organizational Partners and Relationships:** Proactively develop and maintain relationships with partners, allies, elected officials and policy makers.

Requirements

- A minimum of 5 years of experience working on social, racial and/or immigrant justice issues.
- A track record of working with grassroots and advocacy groups, community organizations, local leaders and funders.
- An understanding of immigration enforcement and detention issues.
- Significant success in fundraising from a variety of sources including, but not limited to, major donors, foundations and grassroots donors; and experience cultivating new funders and donors.
- An observable track record of success in developing and/or improving organizational capacity, with an eye toward opportunities for process improvement.
- Experience working in a nonprofit organization.
- Experience with staff development, supervision and management.
- Outstanding written and verbal communication skills.
- Experience supporting a nonprofit board of directors in fulfilling its legal duties and responsibilities.
- Education: Bachelor's Degree or commensurate experience.
- Knowledge of Orange County dynamics.

Salary Range

- \$70,000 to \$90,000 dependent on experience (benefits negotiable).
- Benefits include medical insurance, holidays, vacation and sick leave.

Schedule Type: Full-Time

Location: Orange County, California (Currently remote due to COVID-19)

Application Process

Cover letter, resume and names of at least 2 references should be sent via email to OCJF at careers@ocjusticefund.org attn: Hiring Committee/Executive Director. All documents should be in PDF format. **Applications will be reviewed on a rolling basis with priority given to applications received by Monday, November 30th, 2020.**