



## **Refugee & Migration Services Director**

Full-Time; Exempt

Reports to: Executive Director

### **POSITION SUMMARY:**

Exciting opportunity to lead the development of Catholic Charities Refugee & Migration Services Program. The Director of Refugee & Migration Services will oversee the Refugee Resettlement program and develop additional services, internal linkages and external partnerships, including links to faith based communities and parishes, to more fully serve immigrant and refugee communities in the Archdiocese of Portland in Oregon (e.g. Western Oregon). We are looking for a thought leader with innovative ideas about how to evolve our successful Refugee Resettlement Program into a significantly more comprehensive and impactful Refugee & Migration Services Program.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Plans, organizes and oversees the Refugee Resettlement program, a partnership with the US Conference of Catholic Bishops, and supervises Program Managers.
- Manage all current and grant-funded programs and related staff.
- In partnership with the Development Team, develops and executes Refugee & Migration Services, program fundraising and grant writing strategies and increases the Refugee & Migration Program's visibility in the community and with media.
- Develop linkages with IRCO, Law Enforcement and other County and Community partners, faith based organizations and parishes to engage them in supporting immigrant and migrant populations.
- Represent Catholic Charities at community meetings and events.
- Ensure effective management of all assigned program cost centers; work closely with Finance for the development and adherence to the program's budget.
- Ensure the integration of Refugee & Migration Services with other Catholic Charities social services and pastoral ministries as appropriate.
- Demonstrate flexibility and willingness to assume new responsibilities.
- Adherence to Catholic Charities policies and procedures.
- Perform other duties as assigned.

### **QUALIFICATIONS:**

- MSW strongly preferred.
- Experience with Refugee and Immigration communities, services, issues and policies.
- Minimum of five years of experience in the nonprofit sector and three years managing a diverse workforce.
- Experience with public speaking, community networking and organizing.
- Experience fundraising in the private and foundation sectors.
- Experience working with and / or training interpreters.
- Understanding of Catholic Social teachings and passion to build a program of service based on these teachings.
- Strong proficiency in all programs of Microsoft Office.
- Demonstrate judgment and discretion in dealing with confidential matters.
- Commitment to Catholic Charities mission to work in partnership with vulnerable populations to achieve lasting solutions to poverty and injustice.
- Bilingual abilities strongly preferred.

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- Must be able to organize and prioritize work, be proactive, take initiative, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner. High attention to detail required.
- Excellent written and oral communication skills.
- Willingness to learn new skills and take on new responsibilities.
- Strong analytical and strategic problem-solving skills.
- Ability to work well in team setting, as well as independently; be flexible and adapt well to different dynamics in a fast paced work environment.
- Ability to work a flexible schedule, which could include some evenings and weekends.
- Ability to support organizational and program specific mission and goals.
- Travel between sites in Tri-County area and Salem required. Must have driver's license, access to vehicle and ability to obtain automobile insurance at levels required by agency (100/300/100).
- Satisfactory results from criminal, civil and/or motor vehicle background check required

**COMPENSATION:** Compensation is commensurate with skills and experience. Competitive benefits package, including: 100% employer paid health insurance (employee portion), disability, life insurance, paid time off, 12 paid holidays, retirement plan, free parking and more.

**TO APPLY:** Submit your application, resume and cover letter at <https://catholiccharitiesoregon.applicantpro.com/jobs/>

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