



Job Title: Refugee Services Director

Reports To: Executive Director

FLSA Status: 1.0 FTE, Exempt

Prepared Date: 6/8/2021

Salary Range: \$72,000-76,000 annually plus benefits

Organization Description:

The International Institute of Minnesota (IIM) is a fast-paced, innovative organization with talented staff who are mission driven and support one another in their work. Since 1974 IIM has resettled 25,000 refugees in the Twin Cities and remains one of the largest sponsors of refugees statewide. Its immigration and citizenship services helped nearly 15,000 New Americans achieve U.S. citizenship since 2001. From 2012 to 2018, IIM experienced exponential growth, establishing the organization as an expert in education and workforce development for immigrant and refugee communities. With more than 21 million refugees worldwide waiting to begin new lives, and an increasing workforce shortage in Minnesota, IIM's programs continue to be in demand and important abroad and in Minnesota.

Position Description: The Refugee Services Director oversees all aspects of the Refugee Services Department including managing multiple programs, managers, and frontline staff totaling approximately 15 staff. This includes: Reception & Placement (Refugee Resettlement), Preferred Communities-extended case management, Refugee Employment Services, Anti-Trafficking Services and Unaccompanied Children programs. The Refugee Services Director participates as part of the leadership team, write proposals, manages grants and reports, budgets, and represents IIM at meetings. They also collaborate and communicate with our national organization USCRI (www.refugees.org).

Position Duties and Responsibilities:

- Supervise program staff, hire and train new staff, and provide support and guidance on case management issues
- Write proposals to funders to support department programs and develop new programs
- Submit reports to funders and other partners as necessary
- Work effectively with USCRI, IIM's national headquarters, regarding refugee resettlement and other partnerships
- Stay current on refugee and immigration policies at the national level
- Attend meetings on behalf of IIM
- Provide presentations to partners, community stakeholders, and employers on refugee resettlement and other immigration-related issues

- Work collaboratively with the Immigration services, Education and Workforce services and other IIM programs
- Attend meetings as part of IIM's leadership team and help implement initiatives in the strategic plan

Position Requirements (Experience and Qualifications):

- Has a Bachelor's degree or Advanced Degree plus 5 years of experience successfully managing programs and staff
- Has proven experience with funders, community partners and national organizations
- Has critical and analytical thinking skills
- Is a problem solver who is creative at finding solutions to administrative and program challenges
- Works well on a team, embraces challenges and has a positive attitude
- Has knowledge of local non-profits and community programs
- Is accomplished in public presentations and/or media interviews
- Has experience working with refugees, immigrants, and asylees preferred
- Has excellent written, verbal, and interpersonal communication skills including cross-cultural communication
- Has excellent interpersonal management skills
- Has experience with finances including program and organizational budgets
- Has experience with development and management of programs
- Is highly organized with the ability to handle multiple projects simultaneously
- Has a current driver's license, insurance, and a car, as the position requires travel to meetings on a daily basis

To apply: Submit cover letter and resume by June 30, 2021 to Jane Graupman via email (jgraupman@iimn.org) copying Carol Garbisch (cgarbisch@iimn.org) by. *No phone calls or walk-ins please.*