

## **MIRA Vacancy: Senior Program Director**

MIRA is seeking an experienced program manager to direct MIRA's programs serving immigrants and MIRA's member organizations. The position will oversee MIRA's NAIP (AmeriCorps) program, citizenship services, training and education and membership coordination programming. Program oversight will include program development, delivery and evaluation.

The Senior Program Director will also participate in MIRA's Senior Leadership Team and will strengthen the culture of the organization and model MIRA values. The Senior Program Director will oversee the: NAI Director, the Membership Coordinator, the NAIP Manager and NAIP Coordinator and provide leadership to the programs department.

### **Functions:**

#### ***Program Management***

- Direct, design, lead and implement MIRA's programs serving immigrant and refugees, and MIRA member organizations.
- Ensure ongoing programmatic excellence.
- Support the Development team fundraising efforts, collaborate on grant proposals and reports and maintain relationships with funders.
- Collect and report data on agreed project outcomes.
- Maintain sound organizational management and documentation systems and practices compliant with federal laws and regulations, AmeriCorps requirements and MSA policies and procedures;
- Define and revise theories of change for how the program activities will lead to long term results, including performance measures with outcomes;
- Utilize appropriate data collection instruments to analyze and complete reports on member and program performance as demonstrated by the data;
- Work with the Communications team to develop communications plans in support of programmatic work.
- Represent MIRA and our members publicly and further relationships with a variety of partners, allies, decision makers and stakeholders such as partner agencies, government officials, funders, and media.

#### ***Membership Support***

- Manage membership coordinator of MIRA's 140+ member organizations, ensuring ongoing support and engagement for member organizations, including orientation for new member organizations, collection of member dues and annual member programming.
- Identify emerging needs and issues in the immigrant and refugee community in Massachusetts.

- Manage member participation, feedback, and consultation regarding MIRA's support and programs.

### ***Organizational Leadership***

- Participate in MIRA's leadership team, contributing to organizational discussions of strategy, culture, board relations, planning and operations.
- Communicate, coordinate, and strategize within and across teams to align team priorities with overall organizational goals and mission.
- Supervise and guide Programs staff in implementing their work plans and provide staff performance evaluations and professional development support.
- Manage financial responsibilities in a timely manner, including program budget review and development.
- Contribute to healthy and sustainable, anti-racist organizational work culture.

### **Skills and Experience**

- A minimum of seven years of program management, managing the delivery of services to immigrants and refugees, in addition to a relevant advanced degree.
- Exceptional communication skills, both written and oral; ability to serve as a public spokesperson for MIRA
- A broad understanding of the challenges facing the immigrant and refugee community in Massachusetts is required.
- Experience effectively supervising and developing staff.
- Ability to manage several projects simultaneously and to adjust to frequently changing demands.
- Ability to build relationships with relevant programmatic partners (government officials, etc.)
- Fluency in a language spoken by immigrant communities in Massachusetts required.

This position can be based anywhere in Massachusetts, but will require regular presence in Boston. This is a full time position requiring occasional weekend and evening hours.

Persons of color and from immigrant backgrounds are strongly encouraged to apply. The MIRA Coalition is an equal opportunity employer. Candidates for employment will be considered without regard to race or ethnicity, gender, age, national origin, marital status, disability, or sexual orientation.

### **Salary**

The salary range for the position is \$90,000 - \$100,000, depending on experience.

### **Background**



MIRA is the largest coalition in New England promoting the rights and inclusion of immigrants and refugees. With offices in Massachusetts and [New Hampshire](#), we advance this mission through education and training, leadership development, institutional organizing, strategic communications, policy analysis and advocacy.

MIRA is a dynamic and multi-ethnic coalition with more than **140 organizational members**, including grassroots community organizations; refugee resettlement agencies; providers of social, legal and health services, faith-based organizations and civil and human rights advocates. We organize and empower our members and allies, and together we mobilize immigrant communities to advocate for themselves, and amplify and support their voices. MIRA is a respected leader on immigrant issues at the state and national levels, and an authoritative source of information and policy analysis for policymakers, advocates, immigrant communities and the media.