



## *Chief Executive Officer*

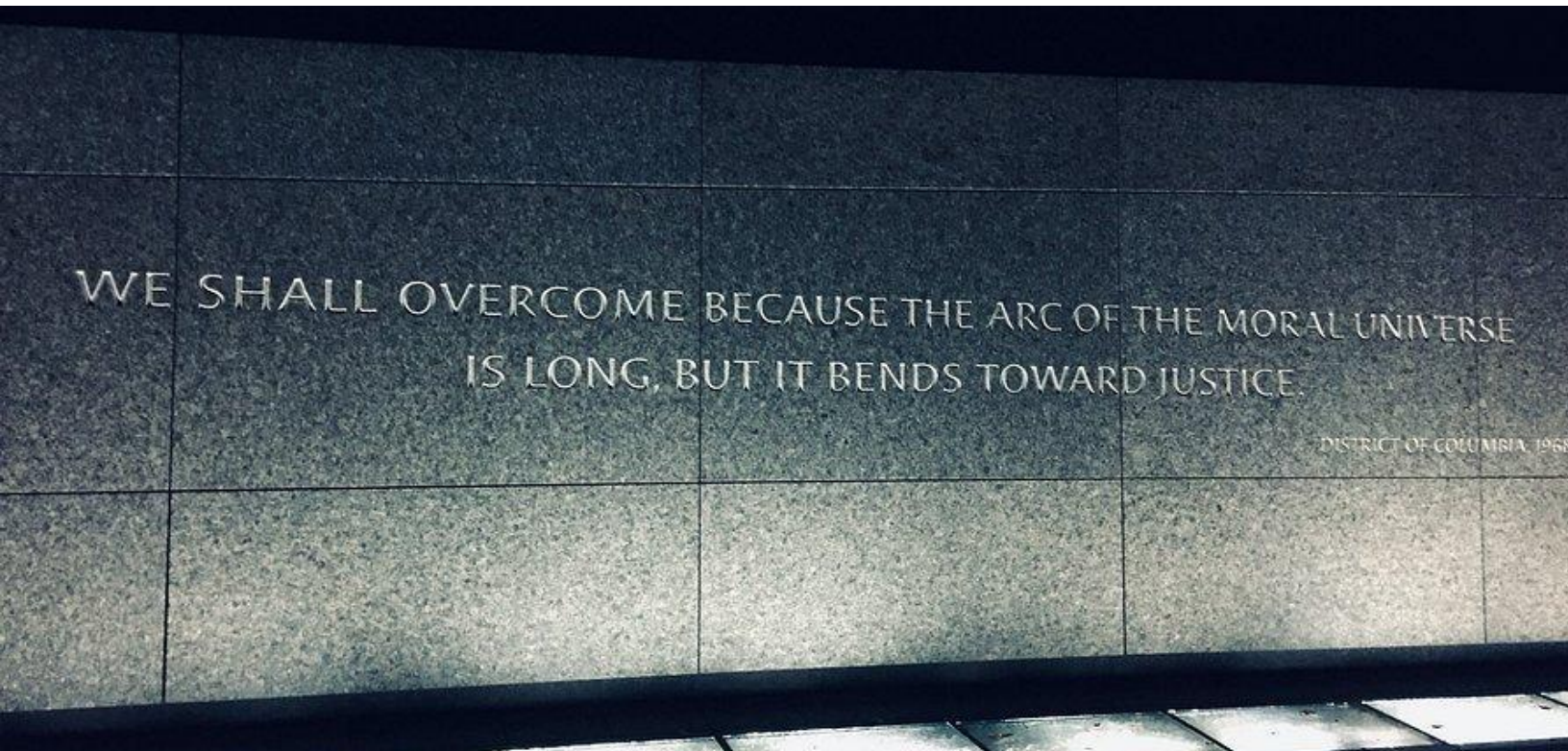
New York State

Chief Executive Officer  
Immigrant ARC  
New York State

**About Immigrant Advocates Response Collaborative (I-ARC)**

Immigrant Advocates Response Collaborative (I-ARC) is a collaborative network of over 80 immigration legal service providers and professional associations working to provide high-quality immigration legal services to underserved communities across New York State. Founded during the 2017 “No Ban JFK” response, I-ARC has played a pivotal role in advancing immigrant justice in New York. I-ARC mobilizes legal representatives, organizes resources and strategies, and promotes policies that support access to legal representation and immigrant-friendly reforms.

Learn more about Immigrant ARC at [their website](#).





## The Opportunity

The Chief Executive Officer (CEO) serves as the strategic and operational leader of I-ARC and will guide the organization through its next phase of growth and impact. This is an opportunity for a visionary and results-driven leader to shape the future of immigration legal advocacy in New York State.

Reporting to the Board of Directors, the CEO will ensure that I-ARC remains focused on its mission while building long-term capacity for sustained impact. Given recent political shifts and its impact on immigration policy, the CEO will be responsible for organizing legal providers, overseeing I-ARC's role as a resource hub, leading advocacy in support of immigration legal services, and providing legal expertise and thought guidance in response to immigration policies. The CEO will be responsible for strengthening I-ARC's position as a leading voice in immigration legal services, expanding partnerships, and securing resources to advance the organization's work.

While the CEO provides high-level strategy and relationship management, day-to-day operations will be managed by senior staff. The CEO directly supervises the Director of Operations, Director of Programs, Communications Manager, and Finance Manager, fostering an organizational culture of collaboration, innovation, and equity.

This is a pivotal moment for I-ARC and the CEO will have the opportunity to build on a strong foundation while innovating for the future.

## Key Responsibilities

### *Strategic Leadership*

- Guide the development and implementation of I-ARC's long-term strategic vision and annual goals.
- Strengthen I-ARC's position as a resource hub, rapid response coordinator, and advocacy organization for immigration legal service providers and other organizations serving immigrant communities.
- Build and maintain relationships with stakeholders to support I-ARC's mission and expand its impact.
- Identify emerging challenges and opportunities in immigration policy and legal services, ensuring I-ARC remains proactive and adaptive.
- Develop and implement innovative strategies that enhance I-ARC's impact and long-term sustainability.
- Oversee communications strategy to advance I-ARC's policy and advocacy goals.

### *Advocacy and Community Engagement*

- Develop guidance and provide resources for the immigration law community.
- Represent I-ARC in public forums, the media, and with key stakeholders, serving as the organization's primary spokesperson.
- Advocate for systemic change and immigrant rights and services at the local, state, and national level.
- Build partnerships with legal service providers, community organizations, and government agencies to amplify I-ARC's impact.
- Build and maintain relationships within the immigration and justice systems and various governmental agencies.
- Oversee strategic communications on behalf of the organization.
- Strengthen I-ARC's role in coalition-building efforts, fostering deeper collaboration among advocacy groups.
- Ensure I-ARC's messaging remains compelling and reflective of the needs of lawyers , advocates, and organizations serving immigrant communities.

### *Organizational Oversight*

- Provide high-level oversight of I-ARC's operations, ensuring senior staff effectively manage daily program delivery and organizational activities.
- Supervise and support the Director of Operations, Director of Programs, Communications Manager, and Finance Manager, ensuring alignment with strategic priorities.
- Foster a collaborative and inclusive culture that encourages professional growth and innovation.
- Develop and implement internal policies and systems that promote efficiency, accountability, and continuous improvement.
- Ensure compliance with all federal, state, and local regulations affecting nonprofit organizations and legal service providers.

### *Financial Leadership*

- Oversee I-ARC's financial health, including budget development and oversight, financial planning, and reporting.
- Work closely with the Finance contractors and staff to ensure compliance with all financial and regulatory requirements.
- Develop and implement strategies for sustainable funding, including cultivating relationships with funders and securing diverse funding sources.
- Expand and diversify revenue streams by securing foundation, government, and individual donor funding.
- Strengthen financial forecasting and risk management practices to ensure long-term fiscal stability.

### *Board Relations*

- Serve as the primary liaison between the Board of Directors and I-ARC staff, ensuring timely communication and updates on organizational progress.
- Collaborate with the Board to strengthen governance practices, recruit members, and drive strategic decision-making.
- Engage the Board in fundraising efforts and strategic planning to advance I-ARC's mission.
- Provide the Board with data-driven insights to support informed decision-making.

### **Qualifications**

- Advanced degree in law, nonprofit management, political science, business administration, or a related field; JD strongly preferred.
- At least 8 years of senior leadership experience, ideally within government, a nonprofit organization, or legal services setting, with experience supervising staff for at least 5 years.
- Proven expertise in financial oversight, strategic planning, and managing high-performing teams.
- Experience supervising senior staff and leading collaborative organizational efforts.
- Demonstrated knowledge of immigration law and legal services.
- Experience in community organizing and coalition building, with a preference of experience working with immigrant and/ or marginalized communities.
- Experience with fundraising and securing diverse funding sources.
- Strong communication and relationship-building skills to engage diverse stakeholders.
- Successful fundraising experience, with experience at government contract fundraising a plus.
- Experience leading and overseeing advocacy and communications campaigns.
- Commitment to equity, innovation, and collaboration in advancing immigrant justice.
- Ability to navigate complex policy landscapes and effectively advocate for immigrant rights.
- Experience working with diverse immigrant communities and an understanding of the legal and social barriers they face.
- Demonstrated success in managing organizational growth and scaling programs effectively.

### **Compensation and Benefits**

This is a full-time, salaried position with an annual salary between \$130,000 and \$140,000, commensurate with experience. I-ARC is committed to pay equity and has established salary bands based on market comparisons and competency levels.

This is a fully remote position; however, residency within New York State is preferred but not required. This role requires some in-person programming and travel throughout the State of New York.

A comprehensive benefits package includes fully covered medical and dental insurance for employees (50% coverage for dependents), unlimited sick and vacation days, a retirement plan with up to 3% employer matching after 90 days, a flexible schedule, and professional development opportunities.

## Contact

DSG | Koya has been exclusively retained for this engagement, which is being led by Trisha Sutrisno and Shelby Woods. Submit a compelling cover letter and resume by [filling out our Talent Profile](#). All inquiries are strictly confidential.

DSG | Koya is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email [NonprofitSearchOps@divsearch.com](mailto:NonprofitSearchOps@divsearch.com). If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

Immigrant ARC aims to foster a diverse, inclusive, and equitable environment where everyone feels empowered to be their whole selves and is treated with dignity and respect. They welcome applications from qualified individuals, irrespective of their race, skin color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, disability status, or any other characteristic. They encourage anyone who feels qualified to apply regardless of gaps in resume, unconventional career paths, or other factors.

I-ARC aims to be as transparent and equitable as possible when discussing salaries. Ranges are determined and offers are made based on an existing compensation plan that is regularly updated after market research is performed and funding prospects are assessed. Their compensation philosophy, key performance metrics required at each position level, and organizational budget with salary lines are made available to all staff.

## About DSG | Koya

DSG | Koya, a DSG Global company, is the nation's premier search firm dedicated to mission-driven leadership. Since its founding in 2004, DSG | Koya has had an exclusive focus on mission-driven clients and was founded on the belief that the right leader can transform an organization and have a deep and measurable impact on our world. DSG | Koya

works with nonprofits & NGOs, responsible businesses, and social enterprises in local communities and around the world.

DSG Global is consistently recognized by Forbes on its top 10 list of “America’s Best Executive Recruiting Firms” and is an industry leader in recruiting transformational leaders for a changing world. The firm is deliberately different in its approach, with best-in-class teams who have decades of experience in cultivating inclusive leaders, understanding the dimensions of diversity, and building equitable teams. Learn more about DSG | Koya via the [firm's website](#).