



ABOUT LIGHTHOUSE IMMIGRANT ADVOCATES:

Lighthouse Immigrant Advocates (LIA) is a nonprofit in West Michigan offering low-cost immigration legal services, holistic case management, community education, and advocacy. As the only nonprofit organization on the Lakeshore providing these services, LIA has grown rapidly in the last ten years. We seek a visionary, mission-driven Executive Director to lead the organization into its next chapter, strengthening sustainability, advancing immigrant justice, and shaping a future rooted in equity and inclusion.

JOB SUMMARY:

The Executive Director serves as the chief executive and primary public representative (“Face of the Organization”) of Lighthouse Immigrant Advocates. Reporting to the Board of Directors, the Executive Director is responsible for leading fundraising and development efforts to ensure LIA’s long-term financial sustainability, cultivating major donors and institutional partners, and positioning LIA as a trusted voice in the community.

This leader will guide the development and implementation of the organization’s five-year strategic plan and ensure that LIA has the human resources, technology, and infrastructure necessary to achieve its mission and meet future growth needs. The Executive Director is ultimately accountable for achieving revenue and operating goals, advancing strategic priorities, and ensuring the continued excellence of LIA’s programs and advocacy efforts.

PRIMARY RESPONSIBILITIES:

Resource Development & Fund Development

- Lead and drive all fundraising strategies to achieve sustained revenue growth and long-term organizational stability.
- Serve as the lead fundraiser, building relationships with individual donors, foundations, corporations, and government funders.
- Cultivate and steward key philanthropic and community partnerships that align with LIA's mission.
- Oversee all grant writing, contract management, and reporting to ensure compliance and alignment with strategic goals.

Board & Strategy Leadership

- Collaborate with the Board of Directors to establish vision, priorities, and organizational policies.
- Lead the development and implementation of LIA's strategic plan and ensure alignment with mission and goals.
- Provide regular updates on financial health, operational performance, and strategic progress.
- Support board development, governance, and succession planning.

Financial & Operational Oversight

- Oversee budgeting, financial management, and reporting to ensure fiscal accountability.

- Ensure compliance with GAAP, funder requirements, and nonprofit best practices.
- Ensure that LIA maintains the proper human resources and technology infrastructure to effectively deliver services and scale sustainably.
- Maintain and improve internal systems and controls that support efficient and transparent operations.

Community Engagement & Advocacy

- Serve as the public face of LIA-an articulate and visible advocate for immigrant rights and community inclusion.
- Represent the organization in public forums, with media, community leaders, and partner networks.
- Build and maintain strong partnerships with immigrant communities, legal and social service providers, policymakers, and philanthropic allies.

Team Leadership & Culture

- Provide visionary leadership and mentorship to staff and volunteers.
- Foster a culture of collaboration, inclusivity, integrity, and continuous learning.
- Support leadership development and professional growth within the team.

MINIMUM REQUIREMENTS:

- Bachelor's degree in Public Administration, Business, Social Services, or related field, OR equivalent leadership experience.
- Demonstrated passion for working with immigrant and refugee communities.
- Proven success in fundraising, donor cultivation, and resource development.
- Experience with fiscal management and budget oversight.
- Strong HR management and compliance skills.
- Excellent communication and relationship-building skills.

HIGHLY COMPETITIVE CANDIDATES WILL BRING:

- At least 5 years of senior leadership experience in a nonprofit or legal services setting.
- Experience managing multi-departmental teams and complex operations.
- Skills in strategic planning, policy development, and organizational change management.
- Strong record of collaboration with boards, elected officials, and external stakeholders.
- Bilingual and bicultural in English and Spanish (highly preferred).

TO APPLY, PLEASE SUBMIT THE FOLLOWING:

- Resume or CV
- Cover letter describing your interest in the role and alignment with LIA's mission and values
- A brief statement of community involvement and volunteerism related to fundraising and advocacy
- Send materials to executive@lia-michigan.org by December 15, 2025.