



**Position Available:** Managing Director (Full-Time)

**Overview of the Organization:**

Chhaya is the only South Asian and Indo-Caribbean Community Development Corporation (CDC) in the nation. Our mission is to build community power, housing stability, and economic well-being of the South Asian and Indo-Caribbean communities in New York. Since our founding in 2000, Chhaya has helped prevent hundreds of foreclosures, assisted first-time homebuyers in obtaining thousands of dollars in down-payment assistance, led the basement legalization campaign in New York City, provided individuals with key immigration services, empowered families with financial management tools and skills, and fostered the civic engagement of thousands of South Asian and Indo-Caribbean New Yorkers. As a leader in New York City's housing and economic justice sector, Chhaya is poised for significant organizational growth and development. Chhaya has a main office in Jackson Heights with a second location in Richmond Hill - two neighborhoods with vibrant South Asian and Indo-Caribbean communities.

**Summary of the Position:**

Chhaya's Managing Director will be a mission-driven, strategic, and systems-oriented manager and leader whose ultimate role is to advance the organization's effectiveness, scale, and sustainability. As a top senior staff member in the organization, the Managing Director will work in partnership with the executive director, the senior program staff, and the finance and operations team to help set and implement Chhaya's short and long-term goals. This role's primary responsibility will be to build and strengthen systems that underpin organizational success. The Managing Director will have key operational responsibilities for operations, finance, and human resources.

The Managing Director reports to the Executive Director.

**Key Responsibilities:**

- Lead the development and enhancement of key administrative systems, including human resources, professional development, financial management, operations, and organizational sustainability
- Support and work in partnership with the Executive Director to execute key strategies and initiatives, and jointly develop new partnerships to meet new opportunities
- Work with the finance and senior team to ensure financial policies and procedures adhere to contractual requirements, industry standards, and organizational goals
- Strengthen and oversee internal financial reporting and review processes; monitoring financial and providing projections and analyses for the organization
- Strengthen the organization's standards of excellence; and ensure integration across the organization a performance management process
- Support professional development of staff throughout the organization
- Help build, strengthen, and manage key stakeholder relationships - partners, elected officials, government agencies, and funders

**Qualifications:**

- Track-record in planning and directing an organization's strategy, programs, and operations

- Five to seven years of senior management and executive experience, including experience with managing organizational budgets, planning, and high-level decision-making
- Experience in creating, implementing, and overseeing complex initiatives with multiple partners
- Strong track record of managing organizational and team performance, including motivating teams, setting clear performance objectives, managing staff, and setting up organizational systems
- Track record of success in, and understanding of, the management of financial systems, including government contracts, funding, and grant management
- Proven experience with strategic planning, team building, and developing internal management capacity; excellent time management and prioritization skills
- Skillful relationship manager with the ability to navigate sensitive and politicized spaces, relationships, and decision-making
- Excellent communication, public speaking, meeting facilitation, and writing skills
- A self-starter with an entrepreneurial spirit with a passion for organizational growth and progress
- Integrity, compassion, and principled leadership
- Thrives on making an impact and is knowledgeable in housing and economic justice issues
- Knowledge of South Asian and Indo-Caribbean communities
- Fluency in a South Asian language, preferred
- Sense of humor – a plus

**Starting Salary:** \$110,000 - \$140,000 (Annual Salary)

**To Apply:** Please send a cover letter, resume, two references, and a brief writing sample to [careers@chhayacdc.org](mailto:careers@chhayacdc.org) with the subject line “Managing Director – Application”.

Applications will be accepted until October 15, 2022.

*Chhaya CDC is an equal opportunity organization that celebrates and embraces diversity. Chhaya does not discriminate on the basis of caste, race, religion, color, sex, gender identity, sexual orientation, age, or any other identities covered by appropriate law. All employment is decided on the basis of qualifications, merit, and organizational need.*