



Assistant Director for Development & Communications (Full-Time)

Overview of the Organization:

Chhaya is the only South Asian and Indo-Caribbean Community Development Corporation (CDC) in the nation. We are dedicated to building strong, equitable and thriving South Asian and Indo-Caribbean neighborhoods in New York City guided by a commitment to community empowerment and self-determination. We achieve our vision by advancing housing, small business, and economic stability and justice for our communities. 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. Our main office is in Jackson Heights and we have a second location in Richmond Hill - two neighborhoods in Queens with vibrant South Asian and Indo-Caribbean communities.

Summary of the Position:

Chhaya seeks a passionate, bold and ambitious fundraising professional to help grow the organization's portfolio of funders and supporters, while sustaining and strengthening existing funding relationships. The Assistant Director for Development & Communications works closely with the development and leadership teams to manage and support comprehensive fundraising projects, events and other aspects of development operations. A competitive candidate is a highly organized, energetic, and creative individual who is passionate about furthering Chhaya's mission and thrives in a fast-paced and collaborative team. This position will report to the Executive Director.

Key Responsibilities:

Institutional Fundraising & Grants Management

Manage all institutional fundraising from governmental entities, foundations and corporations. Lead the creation and implementation of annual fundraising plans that align with the 2023-9 Strategic Plan and work alongside the Executive Director to raise a \$4 MM budget.

- Building on fundraising history and existing relationships, develop detailed high probability prospect lists that would ensure Chhaya reaches its annual fundraising goal.
- Conduct prospect research, identifying and generating new funding opportunities, including compiling profiles, financial and organizational data on prospective funders
- Working closely with the finance team, support budgeting and financial management by providing real time and accurate fundraising status.
- Ensure Chhaya maximizes funding opportunities by tracking deadlines, supporting program ideation and shepherding grant writing process to completion.
- Shepherd grant reporting by managing deadlines and making these transparent to program staff.

- Cultivate and manage Chhaya's relationship with Program Officers and other key funding staff, engaging Chhaya's leadership and other key staff.
- Organize and maintain up-to-date records on pledges, grant notifications and agreements in shared folders, and coordinate with finance team to track incoming funds

Individual Donor Fundraising

In collaboration with the team, develop and lead the implementation of an individual donor fundraising plan that aligns with organizational strategic goals.

- Develop a cultivation strategy that capitalizes on networks and relationships tied to Chhaya, staff and organizational leadership.
- Lead prospect research and develop a pipeline, highlighting new opportunities for leadership and board.
- Develop and execute donor appeals, campaigns, and other special fundraising initiatives, working collaboratively with colleagues and organizational leadership.
- Lead planning and execution of fundraising and cultivation events
- Work with the Board of Directors to harness their support, ensuring they are equipped with the necessary materials and information to meet their fundraising obligation.
- Manage individual donor lists, donor inquiries, stewardship and general correspondence, tracking gift receipts and processing acknowledgements,
- Maintain updated donor database and provide regular reports and updates on individual fundraising progress

Communications

- Work with the team to develop an annual communications plan that promotes programmatic, fundraising and branding goals.
- Oversee the implementation of the communications plan, including ideation for policy reports, blogs, and op-eds.
- Follow trends in the industry and relevant social issues to ensure fundraising and communications are strategic and opportunistic.

Supervision

This position will oversee three individuals: Development & Communications Associate, part-time grant writer and a fundraising/communications consultant.

Other Responsibilities

- Coordinate project planning and communication with other departments
- Participate in and administer various meetings, including Board fundraising committee coordination



- Support preparation of materials for board reports on a quarterly basis, and provide/present updates to Chhaya’s Board of Directors, as needed
- Other responsibilities, as needed

As a member of the Chhaya staff, additional responsibilities may be added related to special events, critical initiatives, and other special cases that require full staff participation (some evenings and weekends). Additionally, as a Chhaya team-member, every employee is expected to help further the organization’s mission by building a work-culture centered around accountability, team-work, inclusion, and fun.

Qualifications:

- A minimum of five years of fundraising experience in successful fundraising, ideally working within a fundraising role or in a non-profit setting with an understanding of development/fundraising strategies.
- Exceptional writing and organizational skills
- Strong track record in relationships management– outstanding people skills with the ability to connect with individuals from diverse backgrounds (socio-economic and cultural).
- Demonstrated experience using MS Excel, Google Workspaces, and Salesforce
- Ability to work on multiple projects in a deadline-driven environment
- A self-starter with an entrepreneurial spirit and willingness to wear “multiple hats” if and when needed
- Familiarity with South Asian & Indo-Caribbean communities in New York is desirable
- Strong personal commitment and passion for Housing, Economic, and Social Justice
- Sense of humor – a plus

Salary: \$80,000–\$100,000, depending on experience.

To Apply: Please send a cover letter, resume, two references, and a brief writing sample to careers@chhayacdc.org with the subject line “Assistant Director for Development and Communications – Application”.

Applications will be accepted until April 15, 2024. Only applicants under consideration will be contacted. No phone calls please.

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.

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