



Position Available: Associate Director, Housing Stability (Full-time)

Overview of the Organization:

Chhaya CDC is a leading community development corporation in New York City, and stands as the only one of its kind in the nation. Our mission is to build equitable and thriving neighborhoods by fostering the self-determination, housing stability, and economic well-being of South Asian and Indo- Caribbean neighborhoods across New York City. Since our founding in 2000, Chhaya has helped prevent hundreds of foreclosures and evictions, 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 New Yorkers. At the forefront of 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 Queens neighborhoods with vibrant South Asian and Indo-Caribbean communities.

Summary of the Position:

Chhaya seeks a dynamic and experienced leader to join its management team as the Associate Director, Housing Stability. This is a key leadership position responsible for the implementation of Chhaya's work related to tenant organizing, counseling, and affordable housing assistance. The Associate Director will work closely with the Deputy Director and other senior staff to lead the implementation and development of programs and services, ensure internal and external compliance, and achievement and reporting of goals to stakeholders. The Associate Director will supervise the tenant organizers and frontline staff, coaching them to grow as employees and to reach and exceed organizational goals. As a member of the management team, the Associate Director's role includes collaborating on setting and implementing organizational strategic goals, fundraising, talent management, program development, and external representation.

The Associate Director, Housing Stability reports to the Deputy Director.

Key Responsibilities:

Program Management

- Oversee direct services and community engagement work including tenant counseling, tenant organizing, and related policy campaigns
- Oversee community organizing efforts, including support the development of tenant associations, tenant unions organized and managed by Chhaya,
- Conduct program evaluation and ensure timely reporting on program impact and outcomes to the Director of Programs, Executive Director, the Board, supporters, and other stakeholders

sustaining homes, strengthening communities

www.chhayacdc.org

Main Office | 37-43 77th Street, 2nd Floor | Jackson Heights, NY 11372 | **p** 718.478.3848 **f** 718.651.1004

Richmond Hill Center | 121-18 Liberty Avenue, 2nd Floor | Richmond Hill, NY 11419 | **p** 718.374-3371 **f** 718.651.1004

- In collaboration with the Assistant Director of Neighborhood Development, build and manage collaborations with partner organizations on pressing community concerns and issue-based campaigns, including leading the Basement Apartments Safe for Everyone (BASE)
- Provide support, management, and oversight to program staff
- Support the professional development of program staff by sharing of best practices, ensuring access to training opportunities, and ensuring access to leadership opportunities
- Conduct timely and thorough invoicing for program expenditures to ensure strong cash flow to the organization and compliance with funder needs

Strategic Leadership

- Work with the management and staff to build an organizational culture that is rooted in accountability, transparency, and collaboration
- Represent the organization externally to elected officials, supporters, partners, and in various forums, including speaking engagements, conferences, and the media
- Assist in the development of program budgets that feed the organizational budget and ensure compliance by staff
- Assist in the internal and external communication plan for the organization ensuring that program successes are highlighted effectively and in a timely manner
- Develop program budgets that feed the organizational budget and ensure compliance by staff

Fundraising

- Consult with the development team to create grant proposals that align with the organization's strategic plan
- Work with the financial management and development teams to submit timely reports and vouchers to funders

Organizing

- Develop onboarding materials for new organizers
- Work with organizing team to develop strategies for the community (long and short term goals)
- Support with the development of organizing campaigns
- Participate in legislative/policy goals for the organizing team.
- Build coalitions with other organizations and associations to achieve strategic goals

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). Further, as an associate director within the organization, the Associate Director, Housing



Stability is expected to lead by example and help build a culture of ownership, accountability, fairness, inclusiveness, and fun.

Qualifications:

- Five to seven years of experience in organizing.
- Experience in housing organizing and advocacy, with a proven track record of base-building and campaign management
- Strong experience in delivering social services, housing counseling, and/or asset-building programs
- Knowledge of, and familiarity with, South Asian and Indo-Caribbean immigrant communities in New York City
- Experience working with NY City Council, government agencies, and government funds strongly desired
- Ability to work under tight deadlines, prioritize, and handle multiple priorities simultaneously
- Fluency in South Asian language desirable but not required
- Sense of humor – a plus.

Salary: Range - \$75,000 to \$82,000 per year

To Apply: Please send a cover letter, resume, two professional references (in PDF format) to careers@chhayacdc.org with the subject line “Associate Director, Housing Stability – Application.” Applications will be accepted until August 30, 2025. 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.