

**Position Available:** Deputy Director (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:**

The Deputy Director at Chhaya is a member of a four-person leadership team, who together set and support the necessary conditions for organizational impact and sustainability. The Deputy Director's primary role, guided by the organization's strategic plan, is to ensure programmatic success and growth, and a nimble responsiveness to community needs. The successful Deputy Director will bring deep passion for and knowledge of community members' housing and economic needs, as well as the ability to guide effective programmatic and policy responses. They will bring existing relationships, expertise and a strategic lens to navigating New York City's social justice and political landscape. As the ultimate lead for programmatic success, overseeing department heads, the Deputy Director will bring a coaching mindset to ensure the continual growth and professional development of staff.

As a member of the senior leadership team, the Deputy Director engages in organizational wide planning and strategy, and more specifically proposal writing and reporting, budgeting, board reporting, and external relationship building and management. This position reports to the Executive Director, and is hybrid with two to three in days in person or more as required.

**Key Responsibilities:**

**Program Impact and Growth**

- Lead the development and executing of organizational program strategy that is both aligned with organizational strategic plan and responsive to changing community needs
- Engage in program ideation, planning and fundraising; support fundraising efforts by participating proposal development and funder meetings
- Guide the annual program planning process with departmental heads, developing systems and processes for planning, tracking, and reporting, and ensuring that quarterly benchmarks track success

- Ensure the accurate and timely reporting, evaluation, and tracking of all program deliverables; work with program leads to build data collection systems
- Supervise the program leads for Housing, Asset Building and Neighborhood Development, supporting their success and continual professional development.

#### Organizing and Policy Advocacy

- In adherence with Chhaya's Theory of Change, support the integration of an organizing framework across all programs
- Informed by and integrated with Chhaya's organizing initiatives, lead the development and implementation of Chhaya's annual policy agenda and platform
- Ensure the strategic positioning of Chhaya's policy agenda among key policy stakeholders. Build support within coalitions, task forces, committees, etc.
- Provide leadership in key organizational campaigns (BASE and CLT)

#### Strategic Leadership

- Partner with the Executive Director and senior leadership team to set organizational strategy and drive effectiveness, scale and sustainability
- Lead the implementation of organizational strategic plan, and ensure that annual goals align with the strategic goals
- Partner with leadership and management teams to build an organizational culture that is rooted in commitment to community, accountability, and transparency
- Represent the organization externally with community members, electeds, partners, and funders in various forums, including speaking engagements, conferences, etc.
- Liaise with the Board's Program committee and prepare program reports for board meetings.

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 a member of the leadership team, this role is expected to lead by example and help build a culture of ownership, accountability, fairness, inclusiveness, and fun.

#### Qualifications:

- A proven passion for and commitment to housing and economic justice
- Minimum 10 years of relevant experience with a track record in organizational management, program supervision, policy development, and advocacy
- Experience managing mid-to-senior level staff as well as direct service staff
- Deep understanding of community needs and direct services in response to these needs
- Expertise in advocacy and community organizing as well as campaign development and coordination
- Skillful relationship manager with the ability to navigate sensitive and politicized space and relationships. Proven ability to build bridges and work across political lines and groups in a non-partisan environment
- Demonstrated ability to build and maintain strong relationships with governmental agencies, elected officials, non-profit organizations, coalitions, and other community groups

- Proven understanding of the policy and legislation making process as well as lobbying regulations and reporting requirements
- Experience working in NYC advocacy spaces and strong existing relationships with NYC and NYS government agencies and electeds, preferred
- Excellent written and verbal communication skills, with the ability to articulate policy concepts and other complex issues and ideas to diverse audiences in a clear and accessible manner
- Experience working with boards and funders

**Personal Qualities:**

- Emotionally intelligent with attuned sensitivity to differences
- Respectful communicator who does not shy away from challenging conversations
- Team-player who values collective success
- Highly reliable and accountable
- Problem solver who values transparency and inclusion.
- Emphathetic and considerate, and models equanimity for colleagues
- Deep knowledge of South Asian/Indo-Caribbean and immigrant communities of New York City
- Flexible schedule with the ability to work some weekends and evenings, if needed
- High level of proficiency in Microsoft Suite, GSuite, and social media
- Sense of humor – a plus

**Pay Range:** \$130,000 - \$150,000 Annual Salary

**To Apply:** Please send a cover letter, resume, two professional references (in PDF format) to [careers@chhayacdc.org](mailto:careers@chhayacdc.org) with the subject line “Deputy Director – Application.”

Applications will be accepted until July 28, 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.*