



**Position Available:** Managing Associate (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 inclusive and equitable neighborhoods by fostering the self-determination, housing stability, and economic well-being of South Asian and Indo-Caribbean communities across New York City. Since our founding in 2000, Chhaya has helped prevent hundreds of foreclosures, assisted first-time homebuyers in obtaining tens of 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 CDC seeks a passionate, accountable and self-directed Managing Associate to assist with the organization's growing government grants portfolio as well as support the Operations team and the Executive Director. The Managing Associate will have key responsibilities and will primarily be involved with operations and financial aspects of Chhaya CDC.

This position will report to the Managing Director.

**Key Responsibilities:**

Government Grants Management and Admin:

- In collaboration with the Managing Director, manage and maintain Chhaya's government grantmaking processes to ensure proper authorization, funding and timely payment of grants.
- Oversee the execution and coordination of the day-to-day grants processing, workflow and staff capacity and escalate to the Managing Director as needed.
- Oversee the maintenance of city, state and federal grants databases including but not limited to NYC PassPort, the Statewide Financial System and the Disaster Recovery Grants Reporting System related to Chhaya's programs.
- Work closely with staff to maintain organization's compliance with government contracts including completing contracts registration process and maintaining insurance and other documents as needed.
- Oversee the submission of yearly maintenance reports such as the prequalification application, SAM Registration, state vendor questionnaires.
- Support the Managing Director with organizational audits as needed
- Other tasks related to administration and finance as needed

Operations Team Support



- Responsible for supporting the operations team with financial tasks vendor management, purchasing and invoicing

Executive Director Support:

- Responsible for supporting the Executive Director with key administrative tasks including the signing of documents, scheduling, booking travel/conference registrations, ensuring payment for events, and other administrative tasks as required

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 Chhaya team-member, it is every employee's responsibility to help further the organization's mission by building a work-culture centered around ownership, accountability, fairness, inclusiveness, and fun.

**Qualifications:**

- Requires a bachelor's degree or equivalent experience in a field related to the nonprofit sector.
- Legal authorization to work in the United States is required
- Familiarity with nonprofit government funding systems and associated grant-making processes preferred.
- Results oriented with superior skills in project management, organization, planning and attention to detail.
- Strong communication, written and verbal and interpersonal skills.
- High sense of integrity, honesty and ethics.
- Proactive, self-directed, on time and reliable.
- Creative thinker with excellent analytical, problem-solving skills.
- Flexible, responsive, and collaborative work style with a strong service mentality.
- Flexible schedule with the ability to work some weekends and evenings, if needed
- Strong personal commitment and passion for Housing, Economic, and Social Justice
- Sense of humor – a plus

**Pay Range:** \$55,000 - \$65,000 Annual Salary depending on experience

**To Apply:** Please send a cover letter detailing direct experience, a resume and two professional references (in PDF format) to [careers@chhayacdc.org](mailto:careers@chhayacdc.org) with the subject line "Managing Associate – Application."

Applications will be accepted until March 31, 2026 or until the position is filled. 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.*