

## **Director for Development and Communications**

Chhaya is the nation's first and only Community Development Corporation (CDC) dedicated to serving South Asian and Indo-Caribbean communities. Founded in 2000, 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 communities across New York City.

For over two decades, Chhaya has successfully prevented hundreds of foreclosures and eviction cases, assisted first-time homebuyers in obtaining thousands of dollars in down-payment assistance, and spearheaded the groundbreaking basement legalization campaign in New York City. We have helped immigrant small-business owners build their long-term resilience, empowered families with financial management tools and immigration services, 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 has experienced remarkable growth through direct services, advocacy, and organizing, amplifying our impact and continuing to champion the needs of our communities.

Chhaya CDC seeks a dynamic, driven, and accomplished fundraising professional to join its senior management team, serving as the organization's Director for Development and Communications. Working closely with Chhaya's Executive Director, Board of Directors, and senior management team, the Director for Development and Communications will lead Chhaya's fundraising efforts to both sustain and strengthen existing programs and facilitate the organization's growth trajectory. The new Director for Development and Communications will have the opportunity to join the organization at an exciting time in its history as it prepares to build the first multi-service South Asian and Indo-Caribbean community center in New York City.

A successful Director for Development and Communications will have the ability to think big, yet execute with finesse, will be strategic, creative, and data-driven in their decisions while maintaining keen attention to detail. The ideal person for this role will have a proven track record in both institutional and individual donor cultivation and outstanding relationship-building skills. They will spearhead Chhaya's efforts to expand the organization's network of supporters, deepen relationships with existing donors, and cultivate new avenues for funding.

### **Essential Duties and Responsibilities:**

The Director for Development and Communications is responsible for working with the Executive Director and members of the Leadership and Development teams to design and execute a comprehensive fundraising strategy that sustains existing programs and supports the growth of the organization. Reporting to the Executive Director, the Director for Development and Communications oversees all aspects of fundraising, including government grants, corporate and foundation support, fundraising events, and individual donor cultivation. The position will be hybrid, working from Chhaya's Jackson Heights office.

### *Fundraising*

- Lead the creation and execution of an annual fundraising plan that aligns with the organization's Strategic Plan and prioritizes a sustainable operating budget, in addition to special projects such as the current development of a Chhaya community center.
- Support the Manager of Development and Communications to track all donors/funders interactions, plan touchpoints, and grow the individual donor base.
- Lead the planning and execution of fundraising 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 obligations, including their annual give/get.
- Supervise and support the Manager of Development and Communications and consulting grantwriter.
- Oversee the visioning, planning, and execution of fundraising and cultivation activities, including the annual gala.

### *Communications*

- Lead the development and execution of an organizational brand strategy and visibility campaign, ensuring that Chhaya's brand and narrative support programmatic goals.
- Oversee all organizational communications, including annual reports, newsletters, social media posts, promotional materials, and the website.
- Supervise and support the Communications Associate, helping them develop and execute a communications workplan and outreach strategy.
- Maintain substantive knowledge on community development and follow industry trends in order to proactively meet Chhaya's annual fundraising and communications goals.

### *Strategic Leadership*

- Serve as a key member of the Senior Leadership Team, participating in organization-wide strategy, including budgeting, communications, and program development.

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 senior director within the organization, the Development Director is expected to lead by example and help build a culture of ownership, accountability, fairness, inclusiveness, and fun.

### **Core Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Highly organized and detail-oriented, with the ability to manage priorities independently and drive tasks to completion.
- Strong analytical, writing, and presentation skills, with the ability to translate complex information into clear, accessible communication for diverse audiences.
- Experience developing budgets, identifying growth opportunities, and implementing strategic financial planning initiatives.
- Proficient in using CRM and donor management platforms, such as Salesforce, to manage data, track engagement, and support fundraising initiatives.
- Proven ability to manage multiple tasks and projects simultaneously while providing timely, clear, and consistent updates to supervisors and stakeholders.
- Exceptional problem-solving skills, with a creative, open-minded, and adaptable approach to challenges.
- Demonstrates sound judgment, strong ethical standards, and a high level of reliability, integrity, and professionalism.
- Strong interpersonal skills with the ability to collaborate respectfully in diverse and inclusive environments.
- Familiarity with the New York City funding landscape, including government agencies, private foundations, and corporate donors.
- Deep commitment to social justice, with a strong understanding of and connection to the needs and challenges facing low-income New Yorkers.

**Qualifications:**

- A minimum of 12 years of progressive experience in non-profit fundraising and leadership.
- Demonstrated ability to lead, build trust, design and execute comprehensive fundraising processes and procedures.
- Demonstrated success developing individual donor programs (i.e. monthly sustainers, young professionals' groups, major donors).
- Experience in event planning with precision.

**Salary:** \$125,000 - \$150,000

**How to Apply:**

Send a CV and cover letter, along with a writing sample and two references to [careers@chhayacdc.org](mailto:careers@chhayacdc.org) with the email subject line: "Development Director Application - [FIRST NAME] [LAST NAME]".

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