

## **Deputy/Program Director**

### **Summary:**

Chhaya CDC seeks a dynamic and experienced leader to join its leadership team, as the Deputy or a Program Director (depending on qualification). The Deputy/Program Director is a key leadership position at Chhaya, overseeing direct services, community organizing, advocacy, and planning and development in the core areas of housing, asset building and civic engagement. The Director will work closely with the management staff to lead the implementation of programs and services, ensure internal and external compliance, and achievement of goals. The Director will also work with the executive team in soliciting support for programs.

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

- Oversee Chhaya's direct services and community engagement work including one-on-counseling, group education and advocacy on tenant rights, homeownership, foreclosure prevention, asset building and civic engagement;
- Oversee Chhaya's community organizing efforts, including developing a strong membership base of community members that hold Chhaya accountable to its mission and advocate for the community; strengthen Chhaya's policy advocacy efforts focused on its core issue areas of housing, asset building and civic engagement through direct advocacy as well as facilitation of the organization's membership participating in community actions;
- Conduct program evaluation and ensure timely reporting on program impact and outcomes to the Executive Director, the Board, funders, and other supporters;
- Build and manage collaborations with partner organizations on pressing community concerns and issue-based campaigns;
- Supervise program managers, Intake and Data Specialist and oversee volunteer and intern management;
- Provide support, management and oversight to program staff; coach management staff on effective supervision of frontline staff;
- Provide office management oversight to ensure seamless operations and delivery of services;
- Support professional development of program staff by ensuring access to training opportunities, sharing of best practices and ensuring access to leadership opportunities.
- Develop/ monitor program expense budgets to ensure alignment and compliance with adopted operational budget;
- Assist the Executive Director with fundraising, program research, organizational management, and development efforts;

*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 weekend work required.*

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

- Highly motivated to lead and committed to social justice;
- Outstanding interpersonal skills; must be a team player with strong leadership skills;
- Strong analytical skills;
- Detail oriented with strong organizational skills;
- Good judgment, strong ethical values; reliable and trustworthy;
- Critical thinker, problem solver, creative, open-minded and flexible;
- Comfortable working within a diverse environment.

**Qualifications and Educational Requirements:**

- Significant experience in delivering housing counseling/asset building/workforce development services;
- Significant experience in community organizing and advocacy;
- Proven ability and experience in program design and implementation, financial management, and staff supervision;
- Experience working with NY City Council and government funds strongly desired;
- Ability to work under tight deadlines, prioritize, deal with high-level pressure and handle multiple priorities simultaneously;
- Fluency in South Asian language desired;
- Ability to work on some weekends and weeknights;
- Ability to travel 10-15% of the time.

**Reports to:** Executive Director

**Salary:**

\$55,000-\$70,000, depending on experience and title of hire. Excellent benefits including, employer paid medical, dental and vision benefits, 403b option with a company match, *TransitChek* and generous vacation and holidays as well as professional development opportunities.

**To apply:** Send a resume, a thoughtful cover letter addressing your qualifications to conduct the “Essential Duties and Responsibilities” listed; and list of three references to

[careers@chhayacdc.org](mailto:careers@chhayacdc.org) with the subject line "Director". For more information on Chhaya, please visit our website: [www.chhayacdc.org](http://www.chhayacdc.org). No phone calls please.

Chhaya CDC is an equal opportunity employer.

**About Chhaya:**

Chhaya Community Development Corporation (Chhaya) - meaning "shelter or shade" is a community development non-profit organization dedicated to working with New Yorkers of South Asian origin to advocate for and build economically stable, sustainable, and thriving communities. Based in Jackson Heights, Queens, Chhaya works in the areas of housing preservation, asset building, community organizing and advocacy.