



## **Position Available:** Finance and Operations Director

### **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 community power, housing stability, and economic well-being of the South Asian and Indo-Caribbean communities in New York. Since our founding in 2000, Chhaya has helped prevent hundreds of foreclosures; 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 to better navigate daily life, 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. Our main office is in Jackson Heights and we have a second location in Richmond Hill - two neighborhoods with vibrant South Asian and Indo-Caribbean communities.

### **Summary of the Position:**

Chhaya's Finance and Operations Director will be a mission-driven, strategic, and systems oriented manager and leader whose ultimate role is to advance the organization's effectiveness, scale, and sustainability. As part of the senior team, the Finance and Operations Director will work in partnership with the executive director, other directors, and the finance and operations team to help set and implement Chhaya's short and long-term goals. This role's primary responsibility will be to build and strengthen systems that underpin organizational success. They/she/he will have key operational responsibilities for administration, finance, and human resources. The Finance and Operations Director will also help manage some of Chhaya's key relationships including board of directors, funders (government, foundations, corporations, and individuals), key vendors and consultants, and partner organizations.

The Finance and Operations Director reports to the Executive Director.

### **Key Responsibilities:**

- Support and work in partnership with the Executive Director to execute key strategies and initiatives, and jointly develop new partnerships to meet new opportunities.
- Strengthen the organization's standards of excellence and ensure integration across the organization to maximize effectiveness in accomplishing goals and advancing Chhaya's mission.
- Collaborate with Program Directors to implement needs and impact assessment tools that can be used to guide strategic and tactical decisions.
- Work with the finance and senior team to ensure financial policies and procedures adhere to contractual requirements and industry standards.
- Strengthen and oversee internal financial reporting and review processes; monitoring financial and programmatic performance, and providing projections and analyses for the organization.
- Lead the development and enhancement of key administrative systems, including human resources, professional development, financial management, operations, and organizational sustainability.

- Support professional development and the mentoring of staff throughout the organization; identifying opportunities for staff growth in expertise, knowledge, and skills.

**Qualifications:**

- Track-record in planning and directing an organization’s strategy, programs, and operations.
- Five to seven years of senior management experience, including experience with managing organizational budgets, planning, and high-level decision-making.
- Experience creating, implementing, and overseeing complex initiatives with multiple partners.
- Strong track record of managing organizational and team performance, including motivating teams, setting clear performance objectives, managing staff, and setting up organizational systems.
- Track record of success in, and understanding of, the management of financial systems, including government contracts, funding, and grant management.
- Proven experience with strategic planning, team building, and developing internal management capacity; excellent time management and prioritization skills.
- Skillful relationship manager with the ability to navigate sensitive and politicized spaces, relationships, and decision-making.
- Excellent communication, public speaking, meeting facilitation, and writing skills.
- A self-starter with an entrepreneurial spirit with a passion for organizational growth and progress.
- Integrity, compassion, and principled leadership.
- Thrives on making an impact and is knowledgeable in housing and economic justice issues.
- Educational background/coursework in accounting
- Knowledge of South Asian and Indo-Caribbean communities. Fluency in a South Asian language preferred.
- Sense of humor – a plus.

**Salary Range:** \$70,000 - \$85,000

**To Apply:** Please send a cover letter, resume, two references, and a brief writing sample to [careers@chhayacdc.org](mailto:careers@chhayacdc.org) with the subject line “Finance and Operations Director – Application”.

Applications will be accepted until March 31, 2021.

*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.*