



## Infrastructure Director Job Description

CAA AV: Organizing Asian Communities is seeking an Infrastructure Director. The Infrastructure Director is responsible for leading and strategizing around CAA AV's administrative, personnel, operations, and financial management work for CAA AV's c3 and c4. This position is supervised by the Managing Director and will supervise the Finance and Operations Manager. This position is a part of CAA AV's Leadership Team.

### **About CAA AV**

CAA AV's purpose is to develop the leadership of working class Asian immigrants to make a significant intervention in the gentrification of NYC by building neighborhood power in Chinatown and Queens. Chinatown and Queens are neighborhoods where Asian immigrants are one of the driving forces of the working class, and could potentially shift the long-term political landscape of the city. Our strategy is to build neighborhood power to (1) defend our neighborhoods by fighting against speculative and luxury development; (2) fight for more housing for the working class in these neighborhoods; and (3) build enough power to constrict our opposition, the real estate industry.

### **Key Responsibilities**

The Infrastructure Director's specific responsibilities include, but are not limited to:

#### *Administration and Personnel Management*

- Run and maintain payroll, paid time off records and staff timesheets.
- Manage benefits administration, including coordination with PrestigePEO
- Manage onboarding and offboarding of staff to benefits and organization-wide systems, with support from the Finance and Operations Manager

#### *Financial Management*

- Lead strategy creation around CAA AV's financial growth and continual evaluation of spending and processes with the Managing Director and Finance and Operations Manager
- Collaborate with Leadership Team and Finance and Operations Manager to oversee preparation of annual and program organizational budgets for CAA AV's c3 and c4
- Work with accountant, auditor, and Finance and Operations Manager to run annual audits.
- Work with Finance and Operations Manager to track income and expenses to ensure that CAA AV is expending at a sustainable rate, including running financial reports on a timely monthly basis and when needed
- Coordinate with development team to understand and anticipate revenue projections and funding needs
- Support the Executive Director and Managing Director to prepare budget narratives and reports for the board and senior leadership team

#### *Operations*

- Ensure compliance across CAA AV's c3 and c4 activities and manage staff training to build collective understanding of compliance
- Ensure compliance with HR, local, state, and federal legal and tax codes; maintain and update employee handbook as required
- Manage organizational policy and insurance renewals including general liability, directors & officers insurance, etc.
- With support from the Finance and Operations Manager, develop and troubleshoot operational systems to ensure staff have access to resources and materials they need to do their work effectively

- Work with CAAAV's fiscally sponsored projects to support their administration

#### *Staff and Organizational Development*

- Supervise and coach Finance and Operations Manager
- Support Finance and Operations manager to manage logistics for staff-wide spaces (quarterly planning, staff retreat, staff skip days)
- Participate in senior leadership spaces to guide organizational strategy, culture, and direction

#### *Shared Responsibilities*

- Support all of CAAAV's strategic organizing campaigns, programs and organization-wide activities and connections to larger city/state/national vision.
- Represent the organization in strategic alliances, partnerships, coalitions, forums and other events.
- Step in to represent the organization when requested.

#### **Qualifications**

The ideal candidate will have:

- Have at least 5 years' of proven experience with operations and finance, with demonstrated ability to develop, execute, and manage a budget of at least \$1-4 million, manage office and personnel administration, and supervise staff.
- Knowledge of citywide political and organizational landscape desirable.
- Be detail-oriented.
- Have excellent communication and interpersonal skills.
- Be willing to work flexible hours, including evenings and weekends.
- Good team player and problem-solver.
- Strong meeting facilitation skills, including familiarity with and an ability to teach popular education techniques.
- Experience managing multiple projects and an ability to oversee a team of people.
- A deep connection to Asian immigrant communities in NYC and housing justice
- Cultural/language competency in working with limited English proficient Asian immigrant communities.
- Strong commitment to CAAAV's strategy and values
- Excellent interpersonal, written communications, and public speaking skills.
- Openness to giving and receiving thoughtful feedback
- Discernment and ability to handle confidential or sensitive organizational information
- Familiarity with NYC organizing landscape, the dynamics of organizing working class Asian immigrants and/or land use and public policy
- Experience in other Left, base building, organizing and/or movement organizations

This is a full-time, exempt position with benefits including fully paid health insurance, 20 vacation days a year, a generous sick day policy, professional development and work from home stipends, and more. The pay for this position is \$80,000-90,000. We currently have a hybrid return to office policy, working in the office fully masked and from home, and this may change pending how the pandemic evolves. This position is based in New York City.

#### **To Apply**

Please send a cover letter and resume to [jobs@caaav.org](mailto:jobs@caaav.org) with subject heading: INFRASTRUCTURE DIRECTOR. We will review applications on a rolling basis, but priority will be given to applications submitted by September 31, 2024. CAAAV is an equal opportunity employer. Women, immigrants, LGBTQ, people with disabilities, and people of color from low-income communities are strongly encouraged to apply. Due to the high volume of calls, please do not call. Applicants will be notified for an interview by email.