



## Infrastructure Director Job Description

CAA AV: Organizing Asian Communities is seeking an Infrastructure Director (ID). The ID is responsible for the strategic oversight and architectural design of CAA AV's financial, administrative, and operational systems across our c3 and c4 entities. The ID is responsible for the engine of the organization, ensuring our money, offices, and daily systems are healthy and well-organized across our c3 and c4 work.

This is a leadership role for someone who loves building clear processes and ensuring that the organization's back office is as strong as its organizing. The ID can lead high-level strategy but is also happy to roll up their sleeves to help the team. They supervise the Finance and Operations Manager (FOM). This position is supervised by the Managing Director. This is a leadership position at CAA AV and is also responsible, alongside the Executive Director, Managing Director, Organizing Director, and Leadership Team, for maintaining the health, well-being, and staff culture of the organization.

### **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, Sunset Park, and Queens. Chinatown, Sunset Park, and Queens are neighborhoods where Asian immigrants are the fastest growing driving force of the working class, and could potentially shift the long-term political landscape of the city. Our vision is to build neighborhood power to win universal rent control in NYC and constrict our opposition, the real estate industry.

### **Key Responsibilities**

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

#### ***Financial Strategy and Leadership***

- **Multi-Entity Budgeting:** Lead the design and creation of organizational and program budgets for both c3 and c4 entities; develop clear plans for how CAA AV and CAA AV Voice spends money across different campaigns and neighborhoods to manage shared resources and ensure legal separation.
- **Development and Revenue Integration:** Act as a strategic partner to the Resource Development team by translating fundraising into clear cash flow reality. Monitor the organization's financial health and provide the Resource Development team with the data they need to set accurate fundraising targets.
- **Resource Strategy:** Oversee the organization's reserves. Propose and manage ways to grow our money.
- **Audit Oversight:** Serve as the lead contact for our annual audit. Ensure our books are organized, and coordinate with the accountant and auditors to ensure a smooth, transparent filing.
- **Financial Strategy and Reporting:** Build and maintain multi-year financial forecasts to guide the Leadership Team and Board in long term strategic decisionmaking. Make organizational finances understandable for the staff by monitoring and explaining our spending.

#### ***Operations***

- **Multi-Site Operations:** Ensure our Chinatown, Sunset Park, and Astoria offices are running smoothly. Establish standard office protocols so that operations are consistent across all three locations.

- **Systems & Data Governance/Security:** Lead the strategy for our digital infrastructure. Ensure our files are organized and secure, and staff are trained on where to store sensitive c4 or c3 information. Build out digital security practices to ensure staff and members are protected.
- **Consultant Management:** Direct work of consultants, including CAAAV's legal counsel and accountant and bookkeeper, ensuring projects remain on budget and aligned with organizational needs.
- **Risk & Compliance Management:** Manage organizational insurance renewals and coordinate with legal consultants to ensure c4 activities are in compliance.
- **Operational Support:** Provide backup for critical daily tasks (such as urgent office issues or processing invoices) during peak seasons or when the Finance and Operations Manager is at capacity.

### ***Staff and Organizational Development***

- **Supervision and Coaching:** Supervise and mentor the Finance and Operations Manager, moving them between daily task management and building sustainable systems
- **Work Planning Strategy:** Implement tools and rhythms that help the staff plan their projects, manage their capacity, and stay aligned with organizational priorities.
- **Leadership:** Participate in senior leadership spaces to guide growth and long-term strategic 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 the following skills and experience:

#### **Essential**

- **Financial Management:** 5–7 years of proven experience in finance and operations, with a demonstrated ability to develop and manage budgets between \$2M–\$4M.
- **Legal & Entity Oversight:** Experience managing the financial and legal complexities of a 501(c)(3) and 501(c)(4) organizational structure, including cost sharing and staff time allocation agreements.
- **Cash Flow Strategy:** Proficiency in cash-flow forecasting and management in nonprofits, ability to use this skill to inform long-term planning and strategy
- **Operational Leadership:** Demonstrated success in personnel administration, office management, and 2-5 years of staff supervision
- **Discretion:** High level of discernment and the ability to handle confidential or sensitive organizational information.
- **Mission Alignment:** Deep commitment CAAAV's values and strategy for organizing Asian immigrant communities and housing justice

#### **Preferred**

- **Movement Experience:** Prior experience in base-building, grassroots organizing, or movement organizations.
- **Cultural & Language Competency:** Experience working with limited English proficient (LEP) communities; proficiency in Mandarin Chinese or Bangla is highly desirable.
- **NYC Landscape:** Familiarity with the NYC political and organizational landscape, land use policy, and the dynamics of organizing working-class communities.

- **Facilitation:** Strong meeting facilitation skills

*Note:* Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every single qualification listed. If you are excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

### **Benefits and Schedule**

This is a full-time, exempt position with benefits including fully paid health insurance, 20 vacation days a year, a generous sick day policy, paid sabbatical after five years of employment, professional development and work from home stipends, and more. The pay for this position is \$85,000-100,000. The final salary is calculated based on a standardized salary scale and is non-negotiable. As a working class immigrant organization, we recognize that people of certain class and cultural backgrounds are often more familiar with salary negotiation practices. To ensure equity across a staff of mixed class and cultural backgrounds, we have a negotiation free salary structure.

We currently operate on a hybrid schedule, with this role working from our Chinatown and Astoria offices 2–3 days per week. While this role has a more traditional office schedule, working Monday through Friday between the hours of 9 AM-5 PM, a willingness to work weekend or evening hours up to once a month are a part of our shared movement work. We continue to encourage masking and regular testing to maintain a safe environment and to protect our disabled and immunocompromised colleagues. Please note that our office policy remains subject to change based on evolving public health guidelines.

### **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 April 15, 2026. 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.