



## **Job Announcement: Deputy Director**

**Position Description:** The Deputy Director will work to lead CAAAV in individual and institutional fundraising, personnel, administration, operations and organizational and infrastructure development. This position is supervised by the Executive Director and will supervise CAAAV's Resource Development Team and the Finance and Operations Manager.

### **About CAAAV:**

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 the fastest growing driving force 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 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 Leadership Roles and Responsibilities**

#### *Fundraising*

- Develop an annual foundation fundraising plan including sustainers, major donors, and institutional foundation strategies.
- Lead and manage CAA AV's Major Donor program, prospecting and stewarding new major donors and sustainers.
- Supervise Donor Organizer and Board to plan and implement grassroots fundraising events, outreach, and strategy.
- Supervise Institutional Giving Manager to draft grants, track deadlines and manage city contracts.
- Prospect and maintain institutional funding sources through research and relationships with funders, alongside the Executive Director and Institutional Giving Manager

#### *Administration, Operations and Personnel Management*

- Run and maintain payroll, paid time off records and staff timesheets.
- Manage staff evaluations with Executive Director – including translation to retrieve feedback from members and collecting evaluations for 360 evaluation of each staff member.
- Develop and manage staff and program and organizational evaluations annually with Executive Director.
- Research, draft, and implement HR recommendations and policies as needed.
- Ensure compliance with local, state, and federal legal and tax codes

### *Finance*

- Oversee preparation of annual and program organizational budgets.
- Work with accountant and auditor to run annual audits.
- Supervise Finance and Operations Manager to track income and expenses to ensure that CAAAV is expending at a sustainable rate, including running financial reports when needed

### *Staff and Organizational Development*

- Supervise Donor Organizer, Institutional Grants Manager, and Finance/Operations Manager
- Manage organizing and development staff retreats and staff development logistics with Executive Director and team.
- Working with the team, develop team building mechanisms that foster transparency, direct communication, collective accountability, and transformational processes.

### *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 in the Director's absence.

### **Position Qualifications:**

- Have at least 5 years' of proven experience with development, finance and operations, with demonstrated ability to develop and execute a fundraising plan, manage finance and budget, manage office and personnel administration, lead organizational development, and supervise staff.
- Have at least 5 years' experience in community or labor organizing, or equivalent experience in base-building, leadership development organizing campaigns, and direct actions.
- 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.
- A deep connection to Asian immigrant communities in NYC and housing justice
- Cultural/language competency in working with limited English proficient Asian immigrant communities.
- Experience managing multiple projects and an ability to oversee a team of volunteers and interns.
- Excellent interpersonal, written communications, and public speaking skills.



**Compensation:**

This is a full-time exempt position with benefits. Salary range for this position is \$80,000-\$90,000 commensurate with experience.

**To Apply:**

Please send a cover letter and resume to [jobs@caaav.org](mailto:jobs@caaav.org) with subject heading: DEPUTY DIRECTOR. We will review applications until June 19, but priority will be given to applications submitted by June 5, 2022. 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 high volume of calls, please do not call. Applicants will be notified for an interview by e-mail.