



115 E 106th St #3, New York, NY 10029 | [cvhaction.org](http://cvhaction.org) | [@cvhaction](https://twitter.com/cvhaction)

## **COMMUNITY VOICES HEARD - DEPUTY DIRECTOR**

### **About CVH**

Since 1994, Community Voices Heard has been building power with people and families of color in low-income communities throughout New York State. Community Voices Heard (CVH) is a member-led, multi-racial organization principally composed of women of color and low-income families in New York State. CVH tackles challenging issues and builds power to secure racial, social, and economic justice for all New Yorkers. Through grassroots organizing, leadership development, policy changes, and creating new models of direct democracy, CVH is creating a truly equitable New York State.

### **Job Description**

The Deputy Director, a pivotal role within Community Voices Heard and Community Voices Heard Power, will be a critical brain trust, collaborator, and ally of the Executive Director. This position is instrumental in leading the internal management and development of the organization, setting strategic goals, and spearheading organization-wide campaigns and initiatives. The Deputy Director's role is to support cultivating and sustaining high-level relationships with funders, community and elected leaders, and other partnered organizations, which is critical to our mission.

The ideal candidate is a senior-level, passionate person with demonstrated experience in community organizing and power building. They thrive in fast-paced, politically charged, active, and engaging environments positioned to make community-based and political change. Their love of people and organizing is realized in producing high-quality work prioritizing wins for low-income and working-class people of color. The Deputy Director reports to the Executive Director.

### **Essential Duties And Responsibilities**

#### Strategic Management and Operations

- Serve as a member of the core CVH management team.
- Manage and support 4-6 team members.
- Oversee new staff recruitment and onboarding.
- Oversee and improve operational processes from Finance and Grants Management to Communications and Technology.

- Build team culture and cohesion across multi departments and chapters, including agenda-setting for team meetings and retreats.
- Collaborate with the Executive Director to develop organizational goals and initiatives and execute powerful campaigns.
- Lead the internal operation and management of the organization, including, but not limited to, Finance, Human Resources, Staff Development, Operations, and Compliance.
- Lead the process of operationalizing internal and external organizational goals for staff and provide support for their success.
- Contribute to the organization's development of fundraising goals, including prospecting, communication with potential and existing donors, and requesting funding.

#### CVH Strategic Priorities

- Provide guidance and support for developing the next phase of CVH/CVHP strategy based on the goals outlined in the newly developed strategic plan.
- Work closely with the Executive Director to develop and maintain relationships with key internal and external stakeholders, including board members, funders, leaders of allied organizations, elected officials, and policy and community leaders.
- Represent the organization in various external capacities, including coalitions, advocacy conversations, in the press, and other capacities as needed.
- Lead design, funder cultivation, and resources for 2-4 organization campaigns.

#### Partnerships and External Relations

- Cultivate and steward community partnerships connected to the priorities of CVH.
- Contribute to advancing CVH's overall influence and thought leadership at external events, through learning articles, blogs, or other means.

#### **Required Knowledge, Education And Experience**

- Bachelor's degree and a minimum of 10+ yrs. experience in senior-level positions of leadership and responsibility.
- Experience managing and growing both internal and external teams.
- 6 + years of managing people, budgets, and organizations.
- Interest and expertise in managing effective operations, including supportive technology platforms.

- Demonstrated experience in developing, launching, growing, and managing nonprofit or corporate programming and initiatives.
- Excellent written and oral communication skills and proven ability to communicate effectively with various stakeholders.
- Excellent interpersonal skills, including a desire to learn and the ability to be flexible.
- Executive presence, public speaking experience.
- Deep understanding of community, political, and coalition organizing.
- Demonstrated ability to develop and win local, state, and federal issue campaigns.
- Appreciation for and commitment to the practices of building community, leadership, and power
- A record of working in diverse settings—particularly low-income communities and communities of color.
- Ability to produce consistent, quality work in a fast-paced environment.
- Enthusiasm for being part of an organization committed to creating a fairer and more equitable New York.

### **Compensation**

Salary for this position is \$125,000-\$135,000 based on experience. Excellent benefits including vacation days, personal days, holidays, medical/ dental/vision healthcare coverage, and 403(b) plan.

### **To Apply**

To apply for this position, submit a cover letter and resume online at <https://grossmansolutions.applytojob.com/apply>. The cover letter should be concise and compelling and outline the specific ways in which you would be a good fit for this position.

As an Equal Opportunity Employer, CVH strongly encourages people of color, women, and LGBTQ individuals to apply.