

Deputy Director for Community Development, Housing & Organizing

Cypress Hills Local Development Corporation

Brooklyn, New York

Salary: \$145,000 - \$165,000



The Organization

Cypress Hills Local Development Corporation (CHLDC) is a community-based not-for-profit community development corporation and settlement house that offers comprehensive housing preservation, youth and family services, career and education, college success, and organizing programs. With community residents leading the way, the mission of Cypress Hills Local Development Corporation is to build a strong, sustainable Cypress Hills/East New York, where youth and adults achieve educational and economic success, secure healthy and affordable housing and develop leadership skills to transform their lives and community. CHLDC currently serves 20,000 residents from 21 different community locations.

The Position

Reporting to the CEO, the Deputy Director role will manage strategic planning and program design, driving impactful initiatives in the following areas:

- **Community Development:** affordable housing and facilities development, asset management of affordable housing owned by the organization, environmental sustainability, public benefits enrollment and healthy/fresh food access.
- **Community Organizing:** community organizing focused on housing, transit and economic justice for East New Yorkers and organizing young people, mobilizing to dismantle the school to prison pipeline
- **Housing Counseling:** financial literacy/education, foreclosure prevention, homeownership preservation, pre-purchase counseling/first time home buying and tenant services and organizing.

The ideal candidate is a seasoned leader with 8-10 years of experience in affordable housing, urban planning, and community development. They bring content expertise in affordable housing, asset management, and sustainability, along with a proven track record in nonprofit management, fundraising, and staff development. The Deputy Director must have demonstrated competency in affordable housing development – having acted as a project manager, architect or attorney on several successful new construction or preservation/rehabilitation projects. A strategic thinker with exceptional communication and leadership skills, they will inspire cross-program collaboration and guide CHLDC's mission to continue supporting thriving communities in East New York. The ideal candidate will also champion efforts to advance racial equity, support youth advocacy, and strengthen partnerships to promote inclusive growth and community empowerment.

ROLE OVERVIEW

Program Development & Division Leadership (40%)

- Provide strategic direction and oversight to 3 visions: Community Development, Community Organizing, and Housing Counseling.
- Oversee a robust pipeline of affordable housing preservation and construction projects, including but not limited to: small homes repairs, basement legalizations and home retrofits, establishing a Community Land Trust, enhancing asset management protocols and property management performance, and supervising initiatives to rehabilitate multifamily buildings and improve community resources.
- Support the strategy of the Community Organizing division by guiding efforts to secure housing and economic investments, promote inclusive growth, hold officials accountable, and advance initiatives focused on racial equity and youth justice.
- Oversee the Housing Counseling division by enhancing efforts to prevent evictions, foreclosures, and scams, and by guiding initiatives to help residents access housing benefits and ensuring a strong grants management system is implemented to drive performance.
- Maintain and update the organization's "Deal Book," ensuring compliance with financing, regulatory agreements, and asset management protocols.
- Facilitate cross-program collaboration to maximize impact and align efforts with the organization's strategic plan.



Strategic Leadership (30%)

- Partner closely with the CEO and Management Team to provide strategic direction and organizational oversight.
- Draft, implement, and evaluate policies, programs, and projects, including contract/grants management, risk management, and operational functions.
- Represent the CEO and agency in engagements with government officials, funders, coalitions, and other stakeholders.
- Oversee the organization in the absence of the CEO, reporting to the Board of Directors on key areas of Community Development, Community Organizing and Housing Services.
- Manage partnerships with community-based organizations, schools, and citywide agencies to advance the organization's mission.

Fundraising & Financial Management (15%)

- Identify funding opportunities, draft government RFPs, and secure support from foundations and individual donors.
- Collaborate with the fiscal team to establish strong internal controls, track grant and project budgets, and maximize organizational savings.
- Work with the Community Development Team to submit RFPs and applications for affordable housing financing.
- Plan, coordinate, and execute the annual budget with the CEO, CFO and the Board.

Team Leadership & Collaboration (15%)

- Hire, train, and evaluate division directors, fostering a collaborative and high-performing team environment.
- Provide strong leadership and morale-building support to all staff.
- Create leadership opportunities within program divisions to support professional growth.
- Monitor progress on divisional goals and ensure alignment with the strategic plan.
- Leverage cross-program strengths to enhance interdepartmental collaboration and drive innovation.

Budget	Direct Reports	Constituents Served
\$3.5 million program, \$7 million property management budgets and \$153 million in capital	5 Senior Program Directors/Project Manager and 25 line staff	1500

THE IDEAL CANDIDATE

The ideal candidate for the Deputy Director position possesses the following competencies:

Strategic Mindset Seeing ahead to future possibilities and translating them into breakthrough strategies.	Big-Picture Thinking Taking a broad view when approaching issues, using a global lens.	Action-Oriented Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.
Build Effective Teams Building strong teams with a strong identity that apply their diverse skills and perspectives to achieve common goals.	Drives Results Consistently achieving results, even under tough circumstances.	Plans & Aligns Planning and prioritizing work to meet commitments aligned with organizational goals.

Additional Qualifications

- Master of Science Degree in Public Administration, Urban Planning, or a related field, or JD with a focus on community development/real estate.
- 8-10 years of direct work experience in community development and affordable housing.
- At least 5 years of nonprofit management, supervisory, and fundraising experience.
- HUD Certified Housing Counselor or ability to obtain certification within the first year of employment.
- Demonstrated success in fundraising, including drafting RFPs and managing grants/contracts.
- Excellent communication, program development and evaluation, and staff development skills.
- Proven ability to oversee interdisciplinary programs with measurable outcomes.
- Strong leadership, project, and staff management/motivation skills.
- Commitment to advancing racial equity and leading inclusive community initiatives.
- Familiarity with compliance and regulatory obligations in affordable housing and asset management.

WHO WE ARE

Work Environment

CHLDC's mission is to advance holistic development of the East New York community and as such we value community governance/control, youth and community leadership development interdepartmental collaborations. Working in a leadership role at CHLDC, you will work with board members, community residents and small businesses, citywide nonprofit leaders and staff from every division and sites all focused on building, serving and mobilizing the community. We also value the health and well-being of our employees with generous leave policies and intentional efforts to promote health, reduce stress, bring diverse staff together and have fun!



WHO WE ARE (cont.)

Equal Opportunity Statement

We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We promote recognition and respect for individual and cultural differences, and we work to make our employees feel valued and appreciated, whatever their race, gender, background, or sexual orientation. We offer competitive salaries, excellent benefits, and a pleasant working environment. Salary is based on a nonprofit scale and commensurate with experience

Our Commitment to Diversity, Equity, & Inclusion

Our organization has worked tirelessly to lead the way in diversity, equity and inclusion with our staff, Board and community. We have added racial equity language to our mission statement, personnel manual, hire letters, performance evaluations and exit interviews, we have monthly mandatory Race Talks and host staff training and workshops on race. We also have a Racial Equity Steering Committee which strives to create a diverse and inclusive workplace where everyone belongs and where implicit bias is recognized and addressed. Next to these initiatives we will also onboard a Chief Equity Officer who will lead our Racial Equity work and continue to develop equity culture and vision at the agency. This individual will be a member of senior management and will work with all of CHLDC's departments on internal equity programming and external efforts in the community. CHLDC programs and organizing initiatives are also designed and evaluated using a racial equity lens.

COMPENSATION AND BENEFITS

Salary

\$145,000 - \$165,000

Benefits

- Family Health Insurance
- Employer's match towards 403 B retirement savings

TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by December 2024/January 2025.

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[Submit an application](#)

