

# Deputy Executive Director

*A-HOME — Apropos Housing Opportunities & Management Enterprises, Inc.*

**Reports to:** Executive Director

**Location:** Mount Kisco, NY (on-site)

**Status:** Full-time, exempt

## About A-HOME

A-HOME (Apropos Housing Opportunities & Management Enterprises, Inc.) is a 501(c)(3) nonprofit that manages affordable, supportive rental housing in northern Westchester County for low-income older adults, adults with disabilities, and single-parent families. Through case management and tenancy services, A-HOME helps residents build stability, independence, and connection to community resources.

## Position Summary

The Deputy Executive Director (DED) partners with the Executive Director to advance A-HOME's mission of providing safe, affordable, and supportive housing in northern Westchester. The DED carries primary responsibility for strengthening internal operations, compliance, finance support, and fundraising, while supporting strategic direction and external relationships as A-HOME grows in scale and complexity.

## Core Responsibilities

### Organizational Operations & Internal Leadership

- Provide senior-level oversight of A-HOME's operations across property management, resident services, development, and administrative functions.
- Strengthen internal systems, workflows, and policies to ensure continuity and accountability, including documentation of departmental procedures, staffing succession planning, and disaster recovery.
- Advise and support the ED and staff on employee relations, performance management, and sensitive personnel matters; ensure compliance with employment law, regulations, and corporate governance standards.
- Support planning related to staffing, role clarity, and resource allocation.
- Partner with the finance department and ED to ensure timely internal and external reporting, maintain internal controls, and assess financial results against measurable goals.
- Champion the use of organizational data and reporting to inform program decisions, leadership, and Board oversight.
- Provide hands-on leadership, guidance, and problem-solving on internal and program matters as needed.

### Development, Fundraising & Coalition Engagement

- Play a leadership role in advancing A-HOME's fundraising strategy in partnership with the ED and Board.
- Cultivate donor relationships and engage foundations, public funders, and individual supporters.
- Lead grant writing for new funding opportunities and manage compliance and reporting requirements on existing program grants.
- Lead planning and execution of A-HOME's annual fundraising event and identify additional fundraising opportunities.
- Represent A-HOME within the A-HOME Coalition and other coalitions, public forums, and meetings related to affordable housing and supportive services.

### External Relations & Strategic Partnerships

- Support the ED in managing key external relationships and represent A-HOME independently when appropriate with funders, public agencies, community partners, and peer organizations.

- Serve as a primary liaison with public agencies on grant compliance, regulatory reporting, and program oversight requirements.
- Build and maintain relationships that strengthen A-HOME's standing in northern Westchester.
- Oversee and develop external communications, including social media, website, newsletters, and outreach materials, to ensure consistency and clarity of message.
- Guide development of marketing and communications materials that support fundraising, partnerships, and public understanding of A-HOME's work.
- Identify and create volunteer events that improve A-HOME's physical assets, enrich the lives of residents, and deepen the organization's connection with the community.
- Ensure A-HOME's public messaging reflects program impact and organizational values.

### **Board Engagement & Institutional Support**

- Support preparation for Board meetings, committee work, and strategic discussions.
- Translate Board priorities into organizational action and serve as a point of coordination between Board leadership and staff.
- Support Board member outreach and help leverage individual Board members' skills, expertise, and networks in service of A-HOME's goals.

### **Strategic Leadership**

- Partner with the Executive Director to set organizational priorities and move major initiatives forward.
- Address complex issues that span programs, operations, and partnerships.
- Promote alignment between mission, strategy, and operations to support organizational stability and clarity.

## **Qualifications**

### **Required**

- 7+ years of senior leadership experience in a nonprofit or mission-driven organization.
- Demonstrated ability to balance strategic and operational thinking while leading across operations, external relations, and fundraising.
- Experience working closely with Boards of Directors and senior leadership teams.
- Strong judgment, discretion, and a steady leadership presence; composed and adaptable in periods of change or uncertainty.
- Excellent relationship-building skills, internally and externally.
- Deep commitment to A-HOME's mission and values, and a genuine passion for making a difference in others' lives.

### **Preferred**

- Familiarity with Westchester County's housing, homelessness, and social services landscape.
- Direct experience in affordable housing, supportive housing, homelessness response, or related fields.
- Established relationships with local funders, public agencies, and community partners.
- Demonstrated success in grant writing and donor cultivation.
- Comfortable representing an organization publicly and navigating complex stakeholder environments.

## **Compensation & Benefits**

- Salary: \$80,000–\$100,000, commensurate with experience.

- Three weeks PTO plus 10 paid holidays.
- Health and dental insurance.
- IRA retirement plan.

### **To Apply**

Please submit a resume and cover letter describing your interest in A-HOME and qualifications for the role to [info@a-homehousing.org](mailto:info@a-homehousing.org).

*A-HOME is an equal opportunity employer. We welcome applications from candidates of all backgrounds and lived experiences, and we are committed to building a team that reflects the communities we serve.*