

Deputy Director

Westchester County, NY | 30-40 hours/week | Hybrid

Salary: \$120,000-\$130,000 for full-time

About the Organization

An established Westchester County nonprofit organization is seeking a Deputy Director to join its team. The organization has a strong community presence and a mission-driven culture focused on making a meaningful difference in the lives of the people it serves.

This is a confidential search. We will share additional information about the organization, including its identity, with candidates selected to move forward in the interview process.

The Position

The Deputy Director is a senior leadership position working closely with the President to advance the organization's mission, strategic priorities, programs, and organizational development. The Deputy Director provides leadership and oversight across programs and services for immigrants, staff and volunteer engagement, fundraising and grants, communications, partnerships, and organizational operations.

This position suits a collaborative, hands-on nonprofit leader who can balance strategic leadership with day-to-day management, develop and support staff, build strong community relationships, and help a growing organization respond effectively to changing needs and opportunities.

Key Responsibilities

Organizational Leadership & Program Management

- Partner with the President on organizational strategy, priorities, planning, budgeting, and new initiatives.
- Provide overall leadership and oversight of programs and direct services supporting immigrant integration and self-sufficiency.
- Supervise staff and ensure effective program planning, implementation, documentation, evaluation, and quality assurance.
- Oversee program and grant budgets, work plans, deliverables, data collection, reporting, and compliance.
- Support Board reporting and decision-making and help strengthen organizational policies, systems, and infrastructure.

Fundraising, Grants & Communications

- Support organizational fundraising strategy and sustainability in partnership with the President and Board.
- Identify institutional funding opportunities and contribute to grant proposals, reports, budgets, compliance, and funder communications.
- Develop fundraising appeals, donor communications, impact reports, newsletters, advocacy materials, presentations, and other key organizational communications.
- Support donor cultivation and stewardship, fundraising campaigns, and community events.
- Help ensure that program results, data, and stories are effectively communicated to funders, donors, partners, and the broader community.

Partnerships, Community Engagement & Advocacy

- Build and maintain relationships with nonprofits, employers, educational and healthcare institutions, faith and civic organizations, government agencies, elected officials, and other community partners.
- Oversee volunteer engagement, including recruitment, training, support, and development of effective volunteer systems and resources.
- Monitor immigration and related policy developments and help develop appropriate organizational and advocacy responses.
- Represent the organization at community meetings, events, conferences, and other public forums.

Staff & Organizational Operations

- Supervise and coach staff, establish priorities and expectations, and promote strong communication and coordination across program areas.
- Work with the President on staffing needs, recruitment, onboarding, performance management, and human resources practices.
- Help foster a collaborative, respectful, responsive, and mission-driven organizational culture.

Qualifications

- 7+ years of progressively responsible experience in nonprofit management, immigrant services, human services, community-based programming, or a related field.
- Bachelor's degree required.
- Demonstrated experience managing staff, programs, partnerships, and multiple organizational priorities.
- Experience with nonprofit fundraising and institutional grants, including grant writing, reporting, budgets, and compliance.
- Excellent written and verbal communication, organizational, project management, and relationship-building skills.
- Demonstrated initiative, sound judgment, and ability to work both independently and collaboratively in a small, fast-moving nonprofit environment.
- Knowledge of immigration issues and/or services for vulnerable communities strongly preferred.
- Ability to travel locally and participate in periodic evening and weekend meetings and events.

Schedule: Hybrid position based in Westchester County. Office attendance is required Tuesdays and Thursdays, 9:00 a.m.–1:00 p.m., with flexible/remote hours for the remainder. Local travel plus periodic evening and weekend availability are required.

How to Apply

Please submit a résumé and cover letter describing your interest in the position and relevant experience to WestchesterNonprofitSearch@gmail.com.

Applications will be reviewed on a rolling basis. All inquiries and applications will be treated confidentially.