Organization Overview:

*Sakhi for South Asian Women* (Sakhi) exists to represent the South Asian diaspora in a survivor-led movement for gender-justice and to honor the collective and inherent power of all survivors of violence. Sakhi is committed to serving survivors through a combination of efforts including—but not limited to—direct services, advocacy and organizing, technical assistance, and community outreach.

Sakhi serves survivors from the South Asian diaspora who trace their backgrounds to Afghanistan, Bangladesh, India, Nepal, Pakistan, Sri Lanka, the West Indies, and Africa. Members of our community come from diverse backgrounds including age range, religion, ethnic origin, economic and educational background, language spoken, and immigration status. We work to represent, inform, actively engage, and mobilize the South Asian community in an intersectional, intergenerational survivor-led movement for gender justice.

At Sakhi we offer a unique work environment that is collaborative, fun, and committed to social justice. Members of the LGBTQIA+ community, persons of color and bilingual/bicultural applicants are strongly encouraged to apply. At Sakhi, we have a clear vision: to be the place where a diverse mix of talented people want to come, to stay and do their best work. Sakhi is an Equal Opportunity/Affirmative Action Employer.

We consider ourselves a supportive place to work that centers work-life balance. All full-time team members have full health benefits, unlimited PTO, a 4 day work week (35 hours minimum), and access to weekly clinical supervision.

This is a full-time role that requires flexibility with schedule. Some evenings and weekends will be required.

About the role:

Sakhi is looking for a full-time Director of Programs to lead all programs across the organization. As a member of Sakhi’s Steering Committee, this senior level role will be responsible for critical decision making that will have implications for Sakhi’s evolution in the coming years.

The Director of Programs will have 4 direct reports, overseeing 4 distinct program verticals. The ideal candidate will have at least 10 years of work experience, with at least 3-5 years in a supervisory role and will have some prior experience working with survivors of gender-based violence. In addition to strategy,
program design, staff supervision, and crisis response, the Director of Programs will also be co-responsible for fulfilling Sakhi’s 2019 strategic plan.

The ideal candidate will have strong clinical skills, cares deeply about working with survivors of interpersonal trauma, and is creative with a warm and approachable disposition.

Position Responsibilities

Program Development & Oversight (50%):

- Works with Steering Committee and program staff to define programmatic vision and develop and implement programmatic initiatives and programs
- Contributes content-area expertise to conceptualize programs and deliverables that are relevant to trends and constituent needs, taking the lead on large and complex projects
- Develops and implements programmatic plans, policies, and procedures
- Identifies opportunities for South Asian survivors to leverage cross-program strengths to take advantage of new opportunities
- Ensures a collaborative team based approach among programs and services, optimizing available resources
- Conceptualizes, drafts and reviews funding proposals in collaboration with the development team
- Develops and cultivates relationships with public and private funders and funding entity program managers
- Develops a program evaluation framework to assess the strengths of the program and to identify areas for improvement
- Identifies and evaluates the risks associated with program activities and mitigates risks
- Develops, implements and monitors annual work plans and ensures completion of deliverables, including tracking of activities for reports to funders
- Collaborates on reports for funders with steering committee and program team
- Ensures compliance with federal, state and other funder guidelines for proposals and reporting during the grant/contract terms
- Ensures that vital legal, financial, and compliance issues in functional/program area are attended to in a timely and accurate manner
- Provides management, operational and supervisory support for program activities and program staff
- Ensures the implementation of a collaborative, team-based approach for program activities

Operational & Administrative Functions (25%):

- Participates in addressing organization-wide fiscal issues and collaborates with Director of Finance & Administration and Steering Committee to prepare the annual operating budget
Monitors program budgets and ensures integration with organizational budget
- Proactively identifies and seeks out funding from private, public, and government sources to develop and sustain the mission of the organization
- Works collaboratively with the Steering Committee to ensure synergy between divisions

Organizational Mission & Strategic Direction (25%):

- Through collaboration with the Executive Director, provides leadership for strategic/organizational/structural programmatic planning processes.
- Ensures program activities are in line with mission, vision and values of the organization
- Liaises and proactively develops solid working relationships with national, state and local constituents, policy makers, networks, and external organizations on current program areas such as movement building, immigration, and language access
- Supervises, guides, and supports staff in functional areas and/or in program areas; meets regularly with staff to ensure clarity on direction, organizational values and communications
- Fosters an environment that cultivates the growth and development of all team members
- Promotes the activities of Sakhi for South Asian Women and its programs; represents South Asian survivors and builds enthusiasm for its goals and mission to funders, partner agencies, and the general public
- Works with management team to set agendas for management team meetings, staff meetings, strategic planning meetings and board meetings
- Actively participates in executive level discussions and decision making processes
- Applies policies and procedures to ensure that the mission and vision of Sakhi for South Asian Women is implemented
- Participates as a Steering Committee member and presents the state of Sakhi’s programs in quarterly board meetings

Knowledge, Skills and Experience

Required

- Graduate degree in Psychology, Social Work, Counseling or related field- LMSW and LCSW certifications encouraged
- Three to five years of experience in systems management, program planning, design, evaluation, and budget management
- Extensive experience in providing direct advocacy services, training and technical assistance
- Extensive experience in serving immigrant survivors of gender-based violence in NYC
- Management and supervisory experience
- Demonstrated experience and commitment to bringing together diverse groups of people with varying viewpoints
- A fun personality, who enjoys working with really awesome people and enjoys bringing out the
best in those around them

- A collaborative team member with the ability to take the initiative where needed

Preferred

- Understands and appreciates the South Asian experience; is able to work with diverse communities (race, ethnicity, sexual orientation, disability, age, gender identity, class, etc.)
- Bilingual in a South Asian language
- Excellent training and public speaking skills with experience addressing a wide range of audiences
- Fundraising experience with the ability to engage a wide range of donors

Application information:

For all interested applicants, please send a thoughtful cover letter, resume, and 1-2 writing samples to hr@sakhi.org. Please ensure to write “Director of Programs” in the subject line. While we appreciate all inquiries, we will not be able to respond to all applications and only promising candidates will be contacted.