



Executive Director

Reports To: Board of Directors

Organization Description:

India Home is a 501(c)3 organization founded in 2008 with a mission to improve the quality of life of vulnerable South Asian older adults through culturally appropriate social services. Located in Queens, New York, our programs include culturally appropriate senior center programs, case management, and advocacy and awareness campaigns for South Asian older adults. We have touched the lives of over 3,000 South Asian older adults since our inception; every week we serve over 225 older adults through our current programs. We work primarily with but not limited to Indian, Bangladeshi, and Indo-Caribbean older adults.

India Home has become a local and national leader in providing services to South Asian older adults. We have rapidly expanded with our budget nearly quadrupling over the past three years. We aim to continue this trajectory in the coming months and years with the development of a dementia day program, a community mental health program, and other exciting new services. Currently, we are comprised of 10 staff members, a 9-member board, and nearly 20 interns and active volunteers. For more information, please visit our website at www.indiahome.org.

Position Summary:

The Executive Director is responsible for providing visionary leadership of the organization's mission. The Executive Director will lead the organization into its next, exciting phase of growth through delivery of enhanced and expanded programming, external relations, and advocacy. The position will continue the momentum of the organization and generate innovative partnerships to ensure the effective delivery of high quality services in the New York City area.

Primary responsibilities include: providing thought leadership and developing effective strategies to deliver on India Home's mission, managing staff and programs, grant writing, overseeing a major organizational rebranding, working with board of directors to fulfill the organizational mission, maintaining and building relationships with existing and new stakeholders including community partners and government agencies and fundraising.

This is an extraordinary opportunity for an individual with team management experience to grow and further develop an exciting social service agency. The successful candidate will have the opportunity to lead a high-performance team and a growing organization to new heights.

Essential Duties and Responsibilities:

A. Leadership

- Provide strategic leadership for the agency by working with the Board of Directors and the staff to establish long-term goals, strategies, plans and policies, keeping in mind the goals of organizational growth and sustainability
- Provide thought leadership in aging issues and trends, along with allied movements including immigrant rights and social justice.

B. External Relations

- Represent India Home, and the constituency it serves, with stakeholders - funders, organizational partners, the community, industry, media, government, research/teaching bodies and other agencies.
- Raise India Home's visibility as a leader in our field of expertise, and promote the agency's programs and goals through engagement across social justice sectors. Cultivate relationships and more formal partnerships with community organizations and other service providers who complement the service offerings India Home provides.
- Respond to policy and political initiatives that impact India Home's constituents and advocate to policymakers on their behalf
- Develop and implement strategic marketing and communications campaigns to shift public opinion, mobilize support, and increase our visibility.

C. Fundraising and Development

- Strategically manage fundraising to renew existing sources of support and develop new ones. Funding streams to include:
 - Government, private and family foundations, individual donors and corporate sponsorships
- Cultivate and maintain relationships with major donors and key funders
- Formalizing and growing the individual donor base through tested and innovative fundraising programs such as an annual gala, targeted donor events, and more

D. Board of Directors

- Act as liaison between Board and staff and provide staff support to the Board and its committees
- Provide financial, program and operational reports to the Board
- Engage the Board in fiscal, program, and policy oversight, and in strategic planning, fundraising and public relations

E. Program Management

- Foster India Home's many programs such as senior centers, case management, dementia day program, volunteer management, mental health services, and advocacy and awareness campaigns
- Ensure that programs and service delivery are in alignment with India Home's values, vision and mission

F. Financial Management

- Work with staff and the Board of Directors to prepare the organization's annual budget and ensure that the organization operates within budget guidelines
- Maintain sound financial practices
- Monitor the financial health of the agency and its programs and develop plans to ensure that adequate funds and reserves are available for India Home to carry out its work in a sustainable and meaningful way.

G. Human Resources

- Attract, retain and develop a high-quality staff
- Ensure that sound human resource practices are implemented such as training, organization culture/development, career planning and succession planning

H. Management

- Align resources with organization vision and mission to maximize productivity, maintain service quality, and promote financial health
- Collaborate with management team to build agency capacity, infrastructure, processes, systems and staff capability to support the growth objectives of India Home.

Experience and Background:

- Direct program management, advocacy, and outreach experience in service to older adults, immigrants, New Yorkers, and/or in the South Asian communities.
- Understanding of knowledge/trends influencing aging - both locally and nationally, capacity to increase India Home's presence in these forums.
- Familiarity with city and state, federal agencies policy and initiatives that impact India Home's survivors and its ability to serve them.
- Demonstrated capability in developing and implementing strategic plans that grow an organization's capacity to serve its mission.
- Experience and success in public and private fundraising via grants, major gifts, gala and special events.
- Previous management of securing, managing, and reporting related to government contracts on city, state, or federal levels.
- Knowledge of non-profit fiscal management, including fund accounting and budgeting.
- Minimum of 3-years' experience in a management and supervision role. Such experience to include hiring, managing, retaining staff or working with a board of directors to develop and implement signature initiatives.
- Excel in communication – inspiring public speaker, ability to write op-eds, and influence opinion and garner support. Ability to engage with media and all stakeholders.
- Master's degree or equivalent experience in a related field such as South Asian communities, aging, immigrant advocacy is desired but not mandatory.
- Fluency in English and minimum one other South Asian language (Hindi, Urdu, Bengali, Punjabi, Gujarati, Tamil, Tibetan, Sindhi, Sinhala or any other) preferred

Compensation: Salary commensurate to experience. Generous benefits package offered.

Application Information: Qualified candidates should submit their resume, cover letter, and three professional references to indiahomeusa@gmail.com.