



Job Title: Community Empowerment Director

Status: Full Time, Exempt

Department: Community Empowerment

Standard Hours: M-F, 9:00AM-5:00PM

Reports to: President & CEO

Updated: 06/04/2025

The Director of Community Empowerment is a critical part of building out new community programs working closely with staff leadership, community partners and the many families that we serve. The Director of Community Empowerment will grow our constituency base and advocate for issues that advance our mission. He/she will identify community needs and challenges, empower members of the community and promote peace, justice, freedom and dignity for all. This is an exciting role for an ambitious social justice champion looking to build a new high-impact program inside a well-established and growing organization.

Essential Duties and Responsibilities

The duties listed below are intended to describe the general nature and level of work of this position. The list is not meant to be exhaustive or restrictive. Other duties may be assigned under the supervision of The President.

- Employee's top priority is to create real social change that leads to better lives and healthier communities.
- Provide strong leadership and act as a catalyst for promoting positive change in our community.
- Develop and maintain positive strategic relationships with agency providers, community partners e.g. local business, police precinct, fire department and other entities to further **CHCF's** community impact.
- Design and execute significant community impact strategies based on community needs and in partnership with local business and organizations.
- Provide leadership, facilitation and support for collaborations and initiatives led by **CHCF**
- Work with **CHCF** colleagues and volunteers to assure positive and active communication and marketing of community empowerment agenda progress, accomplishments and challenges.
- Articulate in writing and verbally **CHCF's** community empowerment progress, results and challenges.
- Represent **CHCF** in a positive manner at community events, meetings and activities as assigned.
- Report and actively communicate with **CHCF's** President on strategy development, progress, accomplishments and challenges.
- Represent the CHCF's advocacy platform at speaking engagements, lobbying events, etc., or prep the Directors of Programs, Early Care and the President for these speaking activities
- Work closely with the President to ensure that all advocacy and lobbying activities are directly tied to our organization's platform and our constituents' needs, and that our annual performance goals are achieved
- Create a CHCF presence in the communities we serve and throughout the five boroughs
- Build a base of supporters that can be activated by email to sign petitions, attend events, lobby, etc.
- Build base of grassroot supporters who can use their status and influence on our behalf



- In partnership with the Marketing Coordinator, build our presence on social media through engaging content and calls to action
- Identify and manage partnerships with high-value coalitions
- Engage with the community to analyze the community's needs and create solutions.
- Execute initiatives that will help the families and communities we serve
- Help to build and manage relationships with our local, state and federal representatives, ensuring that they are aware of our issue areas and leveraging them as appropriate to help advance them.
- Prepare and drive direct lobbying efforts with elected officials as appropriate on platform issues

Requirement and skills

- Deep and profound commitment to ensuring equity in the advocacy process and in ensuring that those with the least power have a voice at the table in our advocacy work
- Dynamic, confident and compelling presentation style that will draw our constituency base to our work and convince others of the importance of our cause
- Ability to inspire others to work in collaboration and take action towards our goals
- Extraordinary written and speaking ability
- Knowledge of the legislative process at the local, state and national level
- Ability to navigate the competing priorities of our varied stakeholders and to sift through and prioritize the many issue areas that come our way on a constant basis
- Relationship Oriented. Employee understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- Collaborator. Employee understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- Results Driven. Employee is dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad Impact.
- Commitment to Community Success. Make a positive difference and have a measurable impact of enduring consequence.
- Inclusiveness. Aspire to involve every segment of the community in every aspect of work.
- Integrity and Accountability. Act with integrity that justifies trust.
- Innovation. Value innovation in community building to affect positive change. Behaviors.
- Planning/organizing. Prioritizes and plans work activities; organizes or schedules other people and their tasks.
- Quality. Demonstrates accuracy and thoroughness.
- Quantity. Meets productivity standards; completes work in timely manner.

Education/Experience

- Bachelor's degree required. Graduate degree preferred.
- Minimum five years of direct experience in human services preferred.
- Minimum 3 years of supervisory experience preferred.
- Willingness to work varied hours including evenings and weekends as needed.



Computer Skills

- Knowledge of basic computer hardware and software applications including email, Internet and Microsoft Office, with emphasis on data management systems.

Supervisory Responsibilities

- Directly manages Community Empowerment Department and carries out supervisory responsibilities in accordance with **CHCF**'s policies and applicable laws.

Salary: \$80K

CHCF offers a comprehensive employee benefits package

CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws.