Deaf Refugee Advocacy (DRA) (Rochester, NY)

Executive Director Position Announcement (11/23/26)

Reports To: Board of Directors **Status:** Full-Time, Exempt **Salary Range:** $75,000- $85,000

About DRA

Deaf Refugee Advocacy (DRA) is a nonprofit empowering Deaf refugees, immigrants, and asylees through advocacy, education, direct services, and community partnerships to foster access, equity, and opportunity.

Position Summary

The Executive Director (ED) serves as the chief executive officer of DRA and is responsible for the overall leadership, management, and sustainability of the organization. Reporting to the Board of Directors, the ED oversees operations, staff, finances, grants, and external partnerships while ensuring the organization effectively advances its mission and strategic goals.

Primary Responsibilities

Leadership & Operations

- Provide strategic and operational leadership for the organization.
- Oversee programs, services, and day-to-day operations.
- Foster a collaborative, inclusive, and mission-driven work environment.
- Ensure organizational policies, procedures, and practices support effective service delivery.

Human Resources

- Recruit, supervise, evaluate, and support staff.
- Oversee payroll, leave administration, and personnel processes.
- Support staff development, training, and performance management.

Financial & Grant Management

- Develop and manage organizational budgets and financial resources.
- Ensure compliance with financial, grant, and reporting requirements.
- Coordinate financial reporting, audits, and relationships with external accounting partners.
- Pursue and manage grants and other funding opportunities that support organizational sustainability.

Board Relations & Community Engagement

- Serve as the primary liaison to the Board of Directors.
- Provide regular reports regarding organizational performance, finances, and program outcomes
- Represent and promote DRA within the community and among key external partners.
- Build partnerships that strengthen services and advance DRA's mission.
- Deliver presentations, training, and consultation services as appropriate.

Required Qualifications

- A bachelor's degree (or equivalent practical experience) in nonprofit management, business administration, public administration, human services, or a related discipline is required; a master's degree is preferred.
- Five or more years of leadership, management, or supervisory experience.
- Advanced proficiency in American Sign Language (ASL).
- Experience managing staff, budgets, and organizational operations.
- Experience with grant management, fundraising, or resource development.
- Strong organizational, interpersonal, and communication skills.
- Knowledge of nonprofit governance, accessibility, confidentiality, and employment practices.

Preferred Qualifications

- Experience working with Deaf, refugee, immigrant, or culturally diverse communities.
- Understanding of Deaf culture and Deaf community values.
- Experience working with nonprofit boards and community partners.
- Demonstrated success building partnerships and securing external funding.

Benefits

DRA offers paid holidays, paid time off, and professional development opportunities. Additional benefits may be available based on organizational policies and eligibility.

Application Process

Submit a resume and cover letter by **December 7, 2026, 12 noon ET** to: **EDSearch@DeafRefugeeAdvocacy.org. Anticipated start date: Mid-January 2027.**

All resumes and cover letters must be submitted via email. Phone, email and video inquiries will not be accepted. All submissions are confidential.

For more information, visit **www.DeafRefugeeAdvocacy.org**

This position description is intended to describe the general nature of the role and may be modified as organizational needs evolve.