



**Deputy Executive Director, Apna Ghar, Inc.**  
*Frequently Asked Questions*

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*Because we value your time and want you to invest it only if the role feels like it could be right for you, we've written these FAQs to give you information about the role and Apna Ghar.*

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## **THE BASICS**

### **Where is this job located?**

This position will be based at our headquarters in Chicago's Uptown neighborhood. All work will be performed on site. Some time may be spent at our two other locations in the city and suburban areas.

### **What is the start date?**

Estimated to be between Mid-February – End of March, 2023

### **What is the salary range for this role?**

This is a full-time exempt position, with a salary between \$100,000-\$115,000 annually, commensurate with experience.

### **What are my typical office hours?**

Typical hours are 9:00 am - 5:00 pm however some flexibility is needed due to special programs, activities and events which could require some evening or weekend hours.

### **What benefits does Apna Ghar offer?**

Apna Ghar provides a robust benefits package including Employer Covered Healthcare (Medical, Vision, Dental) for employees and dependents, health savings plan, generous PTO (sick and vacation days), 12 federal holidays, 403B retirement plan with 50% match from Apna Ghar after a year of service, cell phone, flexible hours and a congenial work environment.

### **What is the culture of Apna Ghar?**

Apna Ghar is a human rights organization working to end gender violence; we strive to be reflective of the people we serve. We are inclusive and representative of the people and communities we serve.

Our program participants and communities we serve are an integral part of our organization and we are survivor led. We are compassionate and supportive of each other. Collaboration and teamwork are essential to our work and our culture.

## What does the application and selection process look like?

<b>APPLY</b>	Submit your resume and cover letter to <a href="mailto:Smcgee@bakermcgee.com">Smcgee@bakermcgee.com</a> . If your resume indicates you possess the necessary qualifications for the job, a brief, initial virtual screening interview will be scheduled.
<b>DEADLINE</b>	<b>Resumes must be received by November 29<sup>th</sup>, 11:00 pm CT. Initial screening interviews will be scheduled between November 1st and December 6th.</b>
<b>NOTES</b>	<ul style="list-style-type: none"> <li>• After you submit your application, we will send a detailed position guide, an FAQ as well as key dates related to our interview process.</li> </ul>

## What does the timeline look like?

<b>Application Closes:</b> <b>November 29th, 11pm CT</b>	All materials are due to <a href="mailto:smcgee@bakermcgee.com">smcgee@bakermcgee.com</a> , applicant review period is ongoing. All communication is to be directed to Susan McGee at Baker McGee Consulting. Communication directly with the hiring organization is prohibited.
<b>Selection Process</b> <b>Dates: November 1<sup>st</sup>- December 15<sup>th</sup> 2022: initial screening interview and 2<sup>nd</sup> in-depth interview will be conducted</b>	<ul style="list-style-type: none"> <li>• Following the initial screening interview, candidates will be selected to advance to a more in-depth virtual interview.</li> <li>• Following the second interview, a small number of candidates will be advanced for in-person interviews to take place at Apna Ghar with the Executive Director and other select members of the Leadership Team.</li> </ul>
<b>Invitation to Performance Task</b>	Candidates who are selected to advance will receive a short performance task which must be completed prior to the interview at Apna Ghar. You will discuss your task during the interview at Apna Ghar.

<p><b>In-Person onsite interviews at Apna Ghar will take place between: January 16<sup>th</sup>-January 18<sup>th</sup>, 2023</b></p>	<ul style="list-style-type: none"> <li>In-person interviews will <b>likely</b> take place between January 16<sup>th</sup>- January 18<sup>th</sup> 2023. We recognize these dates may not work for all candidates. Please let us know ASAP (<a href="mailto:smcgee@bakermcgee.com">smcgee@bakermcgee.com</a>) if these dates do not work for you. We will share specific details as the interview day approaches.</li> </ul>
<p><b>Follow-up Interview</b> <b>January 25<sup>th</sup>-January 26<sup>th</sup> 2023</b></p>	<ul style="list-style-type: none"> <li>Final candidates will be selected and invited to a focused follow-up conversation to dig deeper into specific themes and topics resulting from the in-person, onsite interview.</li> </ul>
<p><b>Reference Checks, Offer Extended</b> <b>January 27<sup>th</sup>-February 3<sup>rd</sup>, 2023</b></p>	<ul style="list-style-type: none"> <li>Both Apna Ghar and the top finalist(s) will engage in “mutual due diligence.”</li> <li>Apna Ghar checks 3-4 references for each finalist.</li> <li>Candidates can ask additional questions about working with the organization and its team and leaders.</li> </ul>

## **THE ROLE**

### **What’s the reporting structure?**

You will report to Neha Gill, Apna Ghar’s Executive Director. You will lead and be an integral part of our Leadership Team.

### **Desired Background**

We believe that this position can be filled by people from a broad range of diverse backgrounds, and we think our team is better and smarter as a result of its diversity. That being said, Apna Ghar serves a population of vulnerable immigrants and refugees who are survivors of gender violence and trauma. Our guiding principles are that gender violence is a rights-based issue, that our services need to be survivor-centered, trauma-informed, strengths-based and empowerment focused. Our services need to be culturally and linguistically appropriate. In addition, we need to be sensitive to survivor diversity in terms of age, gender presentation, sexual orientation, ethnicity, nationality and ability. The individual filling this position must embrace these principles and be representative of the diverse population we serve. We expect that this individual will be fluent in another language, preferably a native language.

### **What are some of the challenges I may encounter:**

- Apna Ghar provides direct services and crisis services to a vulnerable population of people who have experienced violence and trauma. This can feel emotionally challenging and overwhelming at times for staff. Some of our staff are themselves survivors of gender violence and trauma. Working collaboratively with staff and other stakeholder organizations helps to lift us up in our work, we share these challenges and tackle them together.

- The context of our work can often change, we strive to meet the needs of our clients and stakeholders as they are our priority, therefore flexibility is often needed.

### **What are the unwritten rules for success on the Apna Ghar team?**

- You have to be reliable.
- You have to be kind and compassionate.
- You have to be flexible.

### **What outcomes are expected after one year in the role?**

- Built strong, trusting, collaborative relationships across Apna Ghar.
- Organizational process and procedures are in place with a shared understanding by all staff and a structure for consistent, organization-wide execution and tracking and reporting tools to ensure consistency.
- Program strategies and goals are in place to guide program expansion with metrics to evaluate and track progress.
- Data is consistently used for planning and decision making.
- There is consistent, open communication throughout the organization.

### **Why is this an exciting time to join the team? What impact will I have?**

Apna Ghar is a 32-year-old organization recognized as a leader in providing holistic, culturally competent services to underserved immigrant and refugee survivors of gender-based violence. Its leadership impact in the community has been recognized by many organizations including by the Center for Advancing Domestic Peace, Leadership Greater Chicago, the Asian American Caucus and Chicago Foundation for Women. Executive Director Neha Gill has received an Impact Award from Chicago Foundation for Women for her leadership, she has been a Fellow of Leadership Greater Chicago and was appointed to the Cook County Commission on Women's Issues.

Apna Ghar is an organization on a growth trajectory with aggressive growth goals and significant accomplishments to date. The organizations budget has doubled over the last two years with a FY2023 budget of \$4.5 million and plans to be at \$5 million by 2024. Fundraising continues to trend upwards. Apna Ghar is now looking to significantly increase its services, increasing its reach by 2800-3000 individuals per year with 20,000 served by 2024. The Deputy Executive Director position is a new position and is an exciting opportunity for someone with the skills, passion and enthusiasm to drive this growth in partnership with the Executive Director and Apna Ghar team.

### **I'm interested in this role but don't want my current employer to know I'm looking. Is my application confidential?**

Your application will only be reviewed by a small number of individuals directly engaged in the hiring process, and they are committed to complete confidentiality and discretion. If you have any specific concerns, please email [smcgee@bakermcgee.com](mailto:smcgee@bakermcgee.com)

### **Can I speak with someone at Apna Ghar about this job?**

To maintain as much equity as possible in the process, we are not conducting any informal or individual conversations with applicants. If you have additional questions, email [smcgee@bakermcgee.com](mailto:smcgee@bakermcgee.com). Questions and answers will be added to the FAQ weekly.