**Program Manager - Federal**

The National Association for Latino Community Asset Builders (NALCAB) is Community Development Financial Institution (CDFI) that represents and serves 100+ nonprofit organizations across the nation, which includes real estate developers, business lenders, economic development corporations, credit unions, and consumer counseling agencies.

NALCAB implements responsible, market-based strategies for strengthening underserved communities, rebuilding the ladder of economic mobility for low- and moderate-income Americans and supporting the economic integration of immigrants through equitable neighborhood development, investing in small business and building family financial wellness. In close alignment with its core programmatic activities, NALCAB operates a fellowship to invest in next-generation leadership within its Network and implements a training institute focused on culturally and linguistically relevant asset building services.

**Our mission:** NALCAB strengthens the economy by advancing economic mobility in Latino communities

**Summary**

Under general direction, this position is responsible for performing professional level work to manage federal programs created to build assets in diverse communities across the country. We will rely on you to focus on building the assets of local communities through affordable housing and community development programs such as the Department of Housing and Urban Development’s (HUD’s) Rural Capacity Building (RCB) and Community Compass programs. The RCB program provides technical assistance and capacity building activities to rural serving nonprofit organizations and local government entities. The Community Compass program provides technical assistance to cities, counties and states implementing and operating federal entitlement programs (CDBG, HOME, etc.) across the US. In addition, you may exercise direct supervision over assigned staff.

**Essential Duties and Responsibilities**

Including the following:

- Primarily manage the Rural Capacity Building program and support the HUD funded Community Compass program.
- Support NALCAB’s other federally and privately funded technical assistance and capacity building work with non-profits, cities, states and counties related to community organizing, economic development, small business development and affordable housing programs/projects.
- Support NALCAB's Rural Revolving Loan Fund.
- Plan, organize, coordinate and manage the efficient delivery of an integrated program of grant-making, technical assistance and training for non-profit organizations to support, strengthen and expand their asset building programs.
• Assist local organizations by helping to strengthen and grow their programs, apply for funding, develop peer-to-peer networks, and identify best practices.
• Manage grant-making activities including conducting outreach, reviewing grant applications and monitoring grantees.
• Support the management of program budgets.
• Support projects and Senior Managers.
• Lead and support site visits.
• Write reports, grant application sections and synthesize data.
• Coordinate and facilitate collaborative efforts among multiple nonprofit organizations across multiple markets, including calls, meetings events and trainings.
• Document outcomes and compliance with contractual obligations.
• Develop and maintain current information on all completed technical assistance, training and economic development plans.
• Draft reports to donors and clients.
• Support Senior Managers to manage relationships with staff, funders and investors.
• Engage, contract and deploy third party consultants in accordance with NALCAB policies.
• Some travel required.
• Participate in public presentations.
• Participate in facilitating external meetings and community engagement sessions.
• Self-learning and research of the asset building field.
• Reports directly to a Senior Manager.
• Other duties as assigned.

Competencies
To perform the job successfully, an individual should demonstrate the following competencies:
• Knowledge of the challenges and opportunities in rural communities strongly preferred.
• Knowledge of federal entitlement programs, including Community Development Block Grants (CDBG) and HOME.
• Ability to manage and work on multiple projects simultaneously.
• Ability to work in an ambiguous environment and manage change.
• Experienced in community economic development and asset building.
• Experience in researching and writing federal grant proposals.
• Knowledge of techniques for providing technical assistance and training to local nonprofits and government agencies.
• Familiarity in program evaluation and planning.
• Proven cultural competency and ability to work in culturally, economically and ethnically diverse environments.
• Ability to work in a team environment across different teams and program areas.
• Outstanding written, verbal and interpersonal communication skills.
• Skill in utilizing a personal computer and associated software programs, including MS Outlook, Word and Excel.
• Understand and interpret economic data.
• Communicate effectively both verbally and in writing.
• Multi-task, set priorities, and meet deadlines.
• Communicate NALCAB economic development objectives to various stakeholders.
• Establish and maintain effective working relationships with co-workers, management, clients, members, vendors, contract service providers and the general public.
• Work with NALCAB clients and grant sub-recipients to implement economic development programs.
• Ability to maintain confidentiality of information.
• Perform all the intellectual and analytical requirements of the position, including decision-making.
• Promote NALCAB’s positive office culture

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Bachelor’s degree from an accredited four-year college or university; five (5) or more years’ related experience.
• Master’s Degree a plus.
• Non-profit sector experience a plus.
• Prior experience working in community economic development a plus.
• Bilingual (English/Spanish) strongly preferred.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position primarily performs its duties indoors and is exposed to outdoor weather conditions and/or moving mechanical parts. The noise level in the work environment is usually moderate.

Physical Demand
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools of controls; reach with hand and arms; climb stairs, climb ladders, balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include heavy visual acuity (close vision and ability to adjust focus) required to perform such activities as preparing and analyzing data and figure, using a computer and extensive reading and proofing. While performing the duties of this job, the employee is regularly required to talk or hear.

**Position Type**

Full-Time

**Annual Compensation**

$46,800-$57,200

**Benefits**

We value our employees’ time and efforts. Our commitment to your success is enhanced by our competitive compensation and extensive benefits package including paid time off, medical, dental and vision benefits and future growth opportunities within the company. Plus, we work to maintain the best possible environment for our employees where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

**Location of Employment**

San Antonio, Texas

**To Apply**

To respond to this opportunity, please email resume to: jobs@nalcab.org

Please add Program Manager – Federal in the subject line.

NALCAB is an equal opportunity employer.