



## ***Program Manager – Equitable Neighborhood Development***

The National Association for Latino Community Asset Builders (NALCAB) 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 programs created to build assets in Latino communities across the country. We will rely on you to focus on building the assets of local communities through programs that support entrepreneurship and small business development, affordable housing and financial capability. In addition, you may exercise direct supervision over assigned staff.

### **Essential Duties and Responsibilities**

Including the following:

- 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, primarily related to Equitable Neighborhood Development
- Assist member organizations by helping to strengthen and grow their programs, apply for funding, develop peer-to-peer networks, and identify best practices
- Assist with technical assistance to city, county, state and federal entities in the areas of affordable housing, economic development and housing policy
- Assist with technical assistance to municipal and state agencies to implement asset building programs utilizing federal block grant funds
- Manage grant-making activities including conducting outreach, reviewing grant applications and monitoring grantees.
- Manage project budgets and support the management of overall program budgets.
- Contribute to written reports and grant applications.



- 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.
- Support Senior Managers to manage relationships with staff, funders and investors.
- Engage, contract and deploy third party consultants in accordance with NALCAB policies.
- Participate in public presentations, and facilitating external meetings and community engagement sessions.
- Support NALCAB's federal technical assistance and capacity building work in rural communities and with cities, states and counties related to economic development, small business development and affordable housing programs/projects.
- Lead and support site visits.
- Conduct self-learning and research of the asset building field.
- Contribute to NALCAB's positive office culture
- Some travel required.
- Other duties as assigned.

## Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Urban planning, city planning, affordable housing and/or community engagement knowledge strongly preferred.
- Experienced in community economic development and asset building.
- Knowledge of techniques for providing technical assistance and training to affordable housing and community organizing nonprofits.
- Familiarity in program evaluation and planning.
- Proven cultural competency and ability to work in culturally, economically and ethnically diverse environments.
- 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.
- Ability to maintain confidentiality of information.



## 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.
- Geographic Information System (GIS) strongly preferred
- 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 outdoors 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 or 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](mailto:jobs@nalcab.org)

Please add **Program Manager** in the subject line.

NALCAB is an equal opportunity employer.