



NALCAB - The National Association for Latino Community Asset Builders strengthens the economy by advancing economic mobility for Latino communities. NALCAB is the hub of a national network of more than 120 mission-driven organizations that are anchor institutions in geographically and ethnically diverse Latino communities in 40 states, Washington DC and Puerto Rico. Members of the NALCAB Network invest in their communities by building affordable housing, addressing gentrification, supporting small business growth, and providing financial counseling on issues such as credit building and homeownership. As a grantmaker and US Treasury certified CDFI lender, NALCAB supports the work of its member network with capacity building resources, capital and policy advocacy, and access to funding and technical assistance.

Program Manager -Federal

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) Community Compass and Rural Capacity Building (RCB) programs. The Community Compass program provides technical assistance to cities, counties and states implementing and operating federal entitlement programs (CDBG, HOME, etc.) across the US. The RCB program provides technical assistance and capacity building activities to rural serving nonprofit organizations and local government entities. In addition, you may exercise direct supervision over assigned staff.

Key Responsibilities and Duties

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Primarily manage the administration of the HUD funded Community Compass program and support the Rural Capacity Building program. The administration of these federal programs includes but are not limited to: project management and coordination, budget management, reporting, workplan development and submission into HUD reporting systems (DRGR and HUD Exchange), drafting contracts and task orders, and coordinating meetings with HUD program staff and grantees.
- Support NALCAB's Community Compass and RCB projects and 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.
- 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.
- Lead and support site visits.
- Write reports, grant application sections and synthesize data.
- Document outcomes and compliance with contractual obligations.
- 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.

Qualifications

The requirements listed below are representative of the education, knowledge, skill, and/or ability required.

- 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 with Federal Programs a plus.
- Bilingual (English/Spanish) strongly preferred.
- Knowledge of federal entitlement programs, including Community Development Block Grants (CDBG) and HOME strongly preferred.
- Knowledge of HUD reporting systems (DRGR and HUD Exchange) strongly preferred.
- Experience with community and tenant organizing.
- Knowledge of the challenges and opportunities in rural communities.
- 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.
- 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.
- Multi-task, set priorities, and meet deadlines.



- 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

Work Environment

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

Position Type

Full-Time

Compensation

\$46,800-\$57,200

Location of Employment

San Antonio, Texas

EEO Category

Professional

Exempt Status

Exempt

Benefits

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.

To Apply

To respond to this opportunity, please email resume to:

jobs@nalcab.org

Also please add **Program Manager-Federal** in the subject line.

NALCAB is an equal opportunity employer.