



## ***Program Manager - Federal***

The National Association for Latino Community Asset Builders is a Community Development Financial Institution (CDFI) that represents and serves 160+ nonprofit organizations across the nation, including real estate developers, business lenders, economic development corporations, credit unions, and homebuyer 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, building family financial wellness and leadership development.

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

### **Summary**

This position is responsible for managing federal programs created to build assets in diverse communities across the country, with a focus on 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**

- Manage an integrated program of technical assistance, grant-making, and training for nonprofits and municipalities to support, strengthen and expand their asset building programs through the Rural Capacity Building program, including the following:
  - Oversee outreach and marketing of RCB eligible activities to eligible beneficiaries.
  - Track application and selection process for Technical Assistance (TA) recipients through RFPs
  - Assess the needs of TA recipients and develop an action plan for meeting those needs.
  - Assist organizations by helping to strengthen and grow their programs, apply for funding, develop peer-to-peer networks, and identify best practices.
  - Engage, contract, and deploy third party consultants in accordance with NALCAB policies.
  - Ensure that projects are on track to meet defined goals and within budget.
  - Document outcomes and compliance with contractual obligations.
  - Complete reporting requirements using required systems.



- Support NALCAB's Rural Revolving Loan Fund.
- Support NALCAB's other federally and privately funded technical assistance and capacity building work, including the Community Compass program, with nonprofits, cities, states and counties related to community organizing, economic development, small business development and affordable housing programs/projects.
- 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.
- Assist with managing relationships with staff, funders and investors.
- Participate in public presentations, facilitating external meetings and community engagement sessions.
- Engage in self-learning and research of the asset building field.
- Some travel required.
- Other duties as assigned.

## Competencies

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

- Ability to manage and work on multiple projects simultaneously.
- Ability to work in an ambiguous environment and manage change.
- Experience in community economic development and asset building.
- Experience in researching and writing federal/nonfederal 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.
- Multi-task, set priorities, and meet deadlines.
- Establish and maintain effective working relationships with co-workers, management, clients, members, vendors, contract service providers and the public.
- 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; or five or more years related experience.
- Knowledge of federal entitlement programs, including Community Development Block Grants (CDBG) and HOME.
- Preferred qualifications
  - Knowledge of the challenges and opportunities in rural communities
  - Master's Degree
  - Non-profit sector experience
  - Prior experience working in community economic development
  - Bilingual (English/Spanish)

## 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.

## Position Type

Full-Time

## Annual Compensation

\$46,800-\$57,200

## 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.



## **Location of Employment**

NALCAB's main office at 5404 Wurzbach Rd. San Antonio, TX 78238. NALCAB has instituted a flexible hybrid schedule that allows for remote work.

## **To Apply**

To respond to this opportunity, please email resume to:

[jobs@nalcab.org](mailto:jobs@nalcab.org)

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

## **EEO Statement**

NALCAB is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and staff without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. NALCAB believes that diversity and inclusion is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.