



The National Association for Latino Community Asset Builders (NALCAB) strengthens the economy by advancing economic mobility for Latino communities. NALCAB is the hub of a national network of more than 200 mission-driven organizations that are anchor institutions in geographically and ethnically diverse Latino communities in 46 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 grant maker 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.

Senior Program Manager – National Alliance of Latino CDFI Executives

Summary

This position will assist with the management of one of NALCAB's newest program areas – National Alliance of Latino CDFI Executives (NALCE). The Senior Program Manager will lead this new initiative as it was launched in May 2022, with its inaugural convening in September, 2022. NALCE is a cross-collaborative initiative created to unite and amplify the voices of Latino-led Community Development Financial Institutions (CDFIs) and drive capital toward Latino CDFIs to further benefit underserved communities.

The NALCE consortium is made up of a diverse nonprofit network of 70 Latino CDFI executives that seek to meet the financing needs of Latino communities across the nation by increasing access to affordable loan products designed to grow assets; preserve and advance neighborhood economic power; and promote generational wealth-building. NALCE, leverages the experience and resources of our membership to collectively strengthen CDFI capacities, advocate for policy changes that enable CDFIs to increase their economic impact and, critically, catalyze increased investments going through CDFIs and into the Latino communities they serve.

This is a new position, and the candidate will be responsible for the overall project management, development and growth of NALCE. In addition to the daily management of NALCE programmatic activities, the Senior Program Manager will also assist with the integration of work across other program areas, specifically lending and small business. Also, this position will help to shape program- and organization-wide strategies, plan workflow and resources to meet deliverables, contribute to written reports to funders, clients and general audiences; track and manage program budgets; and lead the development of a national fund for NALCE members. The Senior Program Manager will also contribute to resource development and communication of NALCAB's mission, vision and goals.

Relationship

The Senior Program Manager will report to the Executive Vice President & Chief Strategy Officer and serve as a member of the senior management program team.



Essential Duties and Responsibilities

The primary responsibilities of this position will include:

- Provide management, coordination and daily activities of NALCE, to include but not be limited to, planning and coordination quarterly NALCE meetings, guide the development of the NALCE website, assess the needs and opportunities of the NALCE members, and actively promote and recruit new NALCE members.
- Promote and externally communicate the purpose and need for NALCE at national conferences, with funders and social impact investors and within the NALCAB and NALCE memberships.
- Lead the development of a new fund for NALCE members that will provide capital for small business lending and affordable housing development for NALCE member.
- Integrate NALCE activities across the organization, specifically with the small business and lending teams.
- Track and assess policies that could impact NALCE members, including but not limited to the CDFI Fund, HUD, MBDA, Commerce, EDA, EPA and other federal agencies.
- Travel expectations – 25%
- Other duties as assigned

Education and Experience

- Degree from an accredited college or university; or six years related experience and/or training; or equivalent combination of education and experience.
- 5+ years of experience in community/economic development, federal, state, county and/or municipal government, lending programs, preferably non-profit sector experience.
- Project management experience of a national program with a membership structure.
- Experience with single-family and multifamily affordable housing development.
- Experience with small business investment and development services, and Community Development Financial Institutions (CDFIs)
- Experience with program management, evaluation, budgeting, and planning.
- Experience with working with executive level staff.
- Experience with building new and managing existing funder relationships.

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.

- Excellent interpersonal and written and oral communications skills.
- Knowledge of federal programs, to include CDFI Fund (Treasury), SBA, HUD, USDA, EPA, EDA (Commerce), HHS etc.
- Bilingual (Spanish) a plus.
- Skill in utilizing a personal computer and associated software programs.



- Supervisory skills, independent thinker, self-starter and ability to work with minimal supervision.
- Visionary with ability to build relationships with diverse constituencies.
- Ability to make presentations and provide information to organizations, such as NALCE members, funders, and policy makers.
- Ability to research, analyze data, draw conclusions, and initiate recommendations based on the research.

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

Salary

\$69,000- \$87,400 -Commensurate with experience and education

EEO Category

Professionals

Exempt Status

Exempt

Location of Employment

Washington, DC

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 **Senior Program Manager - NALCE** 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.