



Program Manager – Equitable Neighborhood Development

The National Association for Latino Community Asset Builders (NALCAB) is a national membership organization representing 200+ nonprofits that serve diverse Latino communities in 46 states, Washington, DC and Puerto Rico. With offices in San Antonio, TX and DC, we are a grantmaker and US Treasury-certified Community Development Financial Institution (CDFI). We support our members through training, funding, policy advocacy and resources to amplify the impact of their programs and services. Working together, the NALCAB network is able to effect real change.

NALCAB Network members invest in their communities by building affordable housing, addressing gentrification, supporting small business growth and providing financial counseling on issues including credit building and homeownership.

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: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- 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.

Qualifications:

- Bachelor's degree from an accredited college or university.
- 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 Office Suite.
- 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.
- Non-profit sector experience a plus.
- Geographic Information System (GIS) strongly preferred.
- Bilingual (English/Spanish) strongly preferred.

Position Type:

Full-Time Position

Compensation:

\$51,000 - \$63,000

Full - Time 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, vision, 401k with company match, paid volunteer time, and many other benefits as well as future growth opportunities within the organization. Plus, we work to maintain the best possible environment for our employees where people can learn and grow with the organization. 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:

NALCAB has instituted a flexible hybrid schedule that allows for a remote work schedule along with required days at the office. NALCAB's main office is located at 5404 Wurzbach Rd. San Antonio, TX 78238.

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 function.

To Apply:

Please submit resume, letter of interest and work samples to: jobs@nalcab.org

Please add Program Manager 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.