



## Resource Development & Impact Specialist

**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 grant maker 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 affect 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:

Our Resource Development and Impact Team is looking for a Resource Development & Impact Specialist to join our dynamic team! Under the supervision of the Director of Resource Development, this position performs a wide variety of administrative and support activities related to donor engagement, donor stewardship, and impact assessment. If you believe in equitably advancing economic prosperity for Latino and immigrant communities across the US, this may be the position for you!

The right fit for the position must be professional and personable in all interactions with external stakeholders and staff. Demonstrates enthusiasm for learning and problem-solving, initiative, resourcefulness, and follow-through in supporting departmental processes. Must be comfortable learning technology and using it daily in a hybrid work environment.

### Essential Duties and Responsibilities:

Data Entry and Administrative Support (70% of the time)

- Tracks, analyzes, and supports routine maintenance of impact-related data technology systems.
- Fields, screens, and relays messages from staff to assist with troubleshooting data technology systems.
- Extracting data to support data analysis to showcase NALCAB's impact to internal and external stakeholders.
- Tracks donor/prospect meetings in the CRM and updates records, along with other relevant correspondence or actions.
- Maintains and reviews donor files in CRM regularly; records and checks recent correspondence or meetings to assess constituents' interests and the nature of relationship with the Institution; tracks and records fundraiser activity and metrics.



- Maintains and pulls lists from existing databases regularly; formats and prepares lists for Resource Development needs.
- Supports arranging internal and external appointments to support Resource Development and Impact needs.
- Works with the Director of Resource Development on additional prospect research projects, as needed.
- Manages donor acknowledgements.
- Prepares gift invoices for donors, in partnership with NALCAB Finance team, as needed.
- Supports preparing meeting agendas, documents, and other necessary materials.
- Supports the gathering of data/documentation to fulfill Resource Development & Impact Requirements, such as grant applications and data system reporting,
- Communicates opportunities for process and workflow improvements.
- Establishes and maintains a cooperative working relationship in a team environment.
- Other duties as assigned.

#### Donor Stewardship (30%)

- Assists in scheduling, planning, executing donor and prospect meetings, including managing logistics, collecting relevant materials, coordinating with program staff, and assisting in event follow-up with the donor or prospect.
- Work with the Resource Development & Impact team to create event invitation lists, event packets, and contribute to the donor research and donor profiles.
- Assists with gift acknowledgements.
- Through general reading, and research, keeps up to date with research programs and donor interests.
- Answers donor inquiries, as appropriate.

#### Qualifications

- High school diploma; four-year college degree preferred.
- Experience with grant management software, CRM, or data tracking systems preferred.
- Excellent interpersonal, administrative, and communication skills required.
- Excellent written and verbal communication skills
- Attention to detail; organizational skills; timely follow-through.
- Proficient use of software (Word, Excel, Outlook, Teams, SharePoint, Zoom).
- High-level critical thinking and able to exercise good judgment.
- Ability to learn new technologies and software applications.
- Ability to multitask and prioritize in fast paced environment.
- Bilingual (English & Spanish) preferred.

#### Position Type:

Full-Time Position

#### Compensation:

\$44,000 to \$56,000 commiserate with experience.

**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 offices are located at 5404 Wurzbach Rd. San Antonio, TX 78238 and 910 17th St NW #820, Washington, DC 20006.

**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:**

Email resume to: [jobs@nalcab.org](mailto:jobs@nalcab.org)

*Please add Resource Development & Impact Specialist in the subject line.*

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**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.