



Program Manager – NALCE

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 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 and building family financial wellness. In close alignment with its core programmatic activities, NALCAB also supports its members with public policy advocacy, operates a fellowships to invest in leadership development within its Network, and implements a training institute focused on culturally and linguistically relevant asset building services.

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 and projects related to the National Alliance of Latino CDFI Executives, a cross-collaborative initiative created to unite and amplify the voices of Latino-led CDFIs and drive capital toward Latino CDFIs to further benefit underserved communities. In addition, you may exercise direct supervision over assigned staff. This position reports to the Senior Director of NALCE.

Essential Duties and Responsibilities

- Manage multiple short- and medium-term technical assistance and capacity building projects with NALCAB Network CDFIs. Tasks include, but are not limited to, the following:
 - Assist in creating work plans and budgets.
 - Manage project budgets and monitor actual expenditures.
 - Engage, contract, deploy, and monitor third party consultants in accordance with NALCAB policies.
 - 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
 - Contribute to funder applications and reporting through writing and data synthesis.
 - Utilize federal and non-federal information management systems as required.
 - Plan and manage site visits as needed.



- Support NALCE Senior Director to manage relationships with staff, members, funders and investors.
- Provide direct technical assistance, either through internal expertise or consultant team, including the following topics:
 - Loan and equity investment program development, management, and expansion
 - CDFI certification capacity building and application support
 - Resource development and capitalization strategies – including, but not limited to, CDFI Fund Program opportunities.
 - Strategic planning
 - Culturally relevant best practices for Latino-serving lending and venture capital organizations
 - Public policy advocacy to increase CDFIs' economic impact.
 - Outcome tracking and reporting
 - Facilitate cohort development and peer-to-peer networking.
 - Identify and share best practices.
- Participate in public presentations.
- Participate in facilitating external meetings and community engagement sessions.
- Self-learning and research of the asset building field.
- Some travel required.

Qualifications

- Knowledge of the CDFI industry and the challenges and opportunities related to lending in Latino communities strongly preferred.
- Knowledge of techniques for providing technical assistance and training to local nonprofits and/or financial institutions.
- Ability to multitask, manage change, and work in an ambiguous environment.
- Experienced in community economic development and asset building.
- Experience in researching and writing federal grant proposals.
- Outstanding written, verbal, and interpersonal communication skills.
- Experience using MS Office Suite and virtual meeting platforms (Zoom, Teams, etc.).
- Understand and interpret economic data.
- Bachelor's degree from an accredited four-year college or university; five (5) or more years' related experience.
- Prior experience working in finance or community economic development a plus.
- Bilingual (English/Spanish) strongly preferred.

Work Environment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Position Type

Full-Time; Hybrid work with in-person required two days a week.

Annual Compensation

\$51,000-\$63,000 Commensurate with experience

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 and vision benefits and future growth opportunities within the company.

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. Additionally, NALCAB's office in Washington, DC is located at 910 17th NW St. Suite 820 Washington DC, 20006

To Apply

To respond to this opportunity, please email resume to:

<https://insperity.avature.net/careers/JobDetails?jobId=18146>

Please add **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.