



Federal Program Manager – Community Compass

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

Under general direction, this position will be responsible for performing professional level work to manage federal programs created to build assets in diverse communities across the country. You will help build assets in local communities through affordable housing and community development programs, with a focus on the U.S. Department of Housing and Urban Development's Community Compass program. Through these programs, NALCAB provides technical assistance and capacity building activities to nonprofit organizations and local government entities engaged in community development and operating federal entitlement programs. This position reports to the Director of Federal Programs and may supervise staff.

Essential Duties and Responsibilities

- Manage multiple short- and medium-term technical assistance and capacity building work with non-profits, cities, states and counties to facilitate equitable/efficient use of federal funds. 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, and deploy third party consultants
 - Coordinate and facilitate collaborative efforts among multiple entities
 - Document outcomes and compliance with contractual obligations
 - Synthesize data and assist in writing reports
 - Utilize HUD information management systems as required
- Provide direct technical assistance, either through internal expertise or consultant team, on topics including, but not limited to, the following:
 - Efficient/effective use of federal block grants such as CDBG, HOME, FHEO
 - Addressing the housing needs of diverse populations
 - Community wealth-building and economic development



- Placed-based initiatives
- Strengthening or expanding community development programs
- Resource development and strategic planning
- Participate in facilitating community engagement sessions and public presentations.
- Some travel required.

Qualifications

- Bachelor's degree in business administration, operations management, or related field
- Knowledge of techniques for providing technical assistance and training.
- Knowledge of federal entitlement programs, including Community Development Block Grants (CDBG) and HOME and or federal grant processes/systems preferred.
- Bilingual (English/Spanish) strongly preferred.
- Ability to manage multiple projects simultaneously, set priorities, and meet deadlines.
- Ability to work in a team environment across different program areas
- Ability to understand and interpret data.
- Ability to communicate effectively both verbally and in writing.

Work Environment

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

Position Type

Full-Time, hybrid schedule

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

5404 Wurzbach Rd. San Antonio, TX 78238.

To Apply:

Please submit resume, letter of interest and work samples to:

<https://insperity.avature.net/careers/JobDetails?jobId=18326>

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.