



Lending & Asset Management Manager

The National Association for Latino Community Asset Builders (NALCAB) is a national membership organization representing 200+ nonprofits that serve diverse Latino communities in all 50 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

NALCAB seeks a full-time Lending & Asset Management Manager with at least 3 years of general office or administrative support experience. This person will perform a variety of administrative and reporting activities.

Essential Duties and Responsibilities:

- Manage and assist operations of various NALCAB's Loan Programs
- Ensure compliance with regulatory requirements and timely reporting
- Develop relationships to generate and secure grant, loan and investment opportunities
- Using software to assist with reports, analyses and other task for internal leadership and external stakeholders
- Analyze and read financial statements to assess credit risks
- Data Entry of customer and account data from source documents
- Coordinate meetings and events; support scheduling and maintaining calendars
- Support NALCAB's mission across teams
- Bilingual English/Spanish strongly preferred
- Requires occasional travel (approximately 15%).
- Other duties as assigned



Qualifications:

- Proficient using MS office (Outlook, SharePoint, Word, Excel, Teams), experience using Excel strongly preferred
- Attention to detail a must, ability to multi-task in a fast-paced environment
- Familiarity with lending, financial products and credit enhancement programs
- Experience working with low-to-moderate income, minority, and immigrant communities
- Professional working experience in intermediary, small business, and/or real estate lending, servicing, and/or providing technical assistance
- Communicates effectively with diverse stakeholders, including leadership, colleagues, lenders, funders, borrowers from low-wealth and minority backgrounds, and technical assistance providers
- Enthusiastic self-starter and team player eager to learn
- Excellent organizational and time management skills, with a keen eye for detail
- Bilingual (English/Spanish) is preferred
- Willingness to learn new technologies and software applications is a must

Work Environment

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

Position Type

Full-time; hybrid schedule with in-person work at the office required two days a week.

Annual Compensation

\$51,000 - \$63,000 commensurate on experience

Benefits

We value our employees' time and effort. 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 organization.

Location of Employment

San Antonio, Texas

To Apply

To respond to this opportunity, please email resume to:

jobs@nalcab.org

Please add **Lending & Asset Management 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.