



## Project 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:

The Project Manager leads and oversees various projects at NALCAB, ensuring they run smoothly and meet their goals. They manage risks, track finances, and keep projects on schedule. Additionally, they help deliver grants, technical support, and training to nonprofit organizations, aiming to enhance and grow their asset-building programs.

The Project Manager will report to the Associate Director of Financial Capability.

### Essential Duties and Responsibilities:

To succeed in this role, you should be able to effectively handle the following tasks.

- Plan, organize, and manage the delivery of a comprehensive program that includes grantmaking, technical assistance, and training for nonprofit organizations focused on asset-building, financial capability, and small business development.
- Assist member organizations in strengthening their programs, securing funding, building peer networks, and identifying best practices.
- Oversee grant-making activities, including outreach, application reviews, and grantee monitoring.
- Support budget management for programs.
- Lead and assist with site visits.
- Write funder reports, grant application sections, and synthesize data for reports and grants.
- Coordinate and facilitate collaboration among nonprofit organizations across various markets, including organizing calls, meetings, events, and training sessions.



- Document outcomes and ensure compliance with contractual obligations.
- Manage relationships with funders and investors.
- Engage, contract, and work with third-party consultants according to NALCAB policies.
- Participate in public presentations and community engagement sessions.
- Engage in self-learning and research within the asset-building field.
- Travel required up to 30% of the time.
- Perform other duties as assigned.

**Qualifications:**

- Bachelor's degree from an accredited institution, or five years of relevant experience and/or training, or a combination of education and experience.
- 3+ years of experience in community or economic development, government (federal, state, county, or municipal), or housing programs, ideally within the nonprofit sector.
- Knowledge of federal programs, such as SBA, VITA, EDA, CDFI, HUD, USDA, etc.
- Understanding of federal program rules and regulations (e.g., CDBG, HOME, ESG, HOPWA).
- Knowledge of financial capability programs and services, including program management, evaluation, budgeting, planning, savings, consumer, and homeownership-related loans.
- Ability to make presentations and provide information to various organizations, including Federal Agency staff, grantees, NALCAB members, and executive management.
- Familiarity with community and economic development programs.
- Skill in researching, generating studies, drawing conclusions, and making recommendations.
- Proven experience in managing large-scale projects and supervising teams.
- Solid supervisory skills, with the ability to work independently and with minimal supervision.
- Experience in small business development and support.
- Experience with federal entitlement programs is preferred.
- Bilingual in English and Spanish is a plus.

**Position Type:**

Full-Time

**Compensation:**

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

\*Washington DC, salary has a 26% pay differential.



### **Benefits**

NALCAB offers a wide range of benefits including Health/Dental/Vision insurance, employer paid group life and accident insurance, 401K and reimbursement for tuition and professional development.

### **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.

### **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 functions.

### **To Apply:**

To respond to this opportunity, please email resume to: [jobs@nalcab.org](mailto:jobs@nalcab.org). Please add Project Manager in the subject line.

When applying for this position, please include a 1-2-page writing sample, along with your resume. This could be a research paper, narrative, press release, article, or any other work that showcases your writing skills.

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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.