



## **Program Manager - Equitable Neighborhood Development (END)**

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 Program Manager Equitable Neighborhood Development (END) is responsible for managing programs that build assets in Latino communities nationwide. The Program Manager END will focus on enhancing local resources through initiatives supporting entrepreneurship, small business development, affordable housing, and financial capability. This position may also supervise assigned staff and will report to the Senior Program Manager.

### **Essential Duties and Responsibilities:**

- Plan and manage integrated programs that provide grants, technical assistance, and training for nonprofits focused on equitable community development, anti-displacement, affordable housing and community engagement.
- Support member organizations in expanding their programs, securing funding, building peer networks, and sharing best practices.
- Oversee the grant-making process, including outreach, application reviews, monitoring, and compliance.
- Organize events, meetings, webinars, and training sessions with partners and stakeholders.
- Assist in managing project budgets and creating scopes of work for consultants and subgrantees.
- Contribute to reports and grant applications by analyzing relevant data.



- Facilitate collaboration among nonprofits through calls, meetings, and training events.
- Engage in public presentations and community outreach.
- Support capacity-building efforts in rural communities and government related to economic development and affordable housing.
- Participate in site visits to evaluate projects.
- Stay updated on asset-building topics including housing and development trends through research.
- 20% travel may be required.
- Other duties as assigned.

### **Qualifications:**

- Bachelor's degree from an accredited four-year college or university, or five (5) years of related professional experience.
- Familiarity with affordable housing strategies and community development. Affordable housing financing expertise is a plus.
- Understanding of techniques for providing technical assistance and training to nonprofits.
- Experience in community economic development and asset building.
- Proven ability to work effectively in diverse cultural and economic environments.
- Excellent written, verbal, and interpersonal communication skills.
- Proficient in facilitating meetings and workshops, both in-person and online.
- Solid computer skills, including Microsoft Office (Word, Excel, PowerPoint) and database programs.
- Ability to understand and interpret data.
- Capable of working independently in a fast-paced environment.
- Excellent multitasking skills with the ability to prioritize and meet deadlines.
- Commitment to confidentiality.
- Experience in the nonprofit sector or with community-based organizations.
- Bilingual (English/Spanish preferred).

### **Work Environment**

The work environment is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Core business hours are 8:30AM to 5:00PM CT whether working remotely or in the office.



## **Position Type**

Full - Time.

## **Compensation**

\$51,000-\$63,000 Commensurate based on experience.

Washington, DC employee salaries are paid at a 26% differential.

## **Location of Employment**

Hybrid: San Antonio, Texas or Washington, DC.

## **Benefits:**

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. Plus, we work to maintain the best possible environment for our employees where people can learn and grow with the organization.

## **Benefits**

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, and future growth opportunities within the organization. We work to maintain the best possible environment for our employees where people can learn and grow with the organization.

## **To Apply**

To respond to this opportunity, please email resume to:

<https://insperity.avature.net/careers/JobDetails?jobId=20082>

Please add *Program Manager - END* 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. NALCAB believes that diversity and inclusion is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.