



Training and Leadership Development 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 Training and Leadership Development Manager contributes to the development of leaders across the U.S. Under the guidance of the Director of Training and Leadership Development, this role supports the planning, coordination, and execution of impactful initiatives such as:

- NALCAB National Conference
- Pete Garcia Community Development Fellowship and alumni events
- Webinars and workshops
- Internal staff retreats and training sessions
- Emerging training programs

Essential Duties and Responsibilities:

- Facilitate virtual and in-person sessions, ensuring engaging experiences for attendees
- Develop and manage event budgets
- Design and build enriching conference materials and workshops that resonate with participants
- Assist with curriculum creation and content development
- Coordinate and schedule webinars and training events
- Contribute to the strategic direction of leadership programs and initiatives
- Stay informed of leadership development trends and best practices
- Ensure training content is relevant and current
- Support grant management and prepare reports
- Perform other duties as required

Qualifications:

- Bachelor's degree in Learning & Development, Education, Business, or related field
- 3+ years of experience in event coordination, leadership programs, and/or nonprofit work



- Professional experience in facilitating and engaging conference attendees
- Proven ability to create interactive and enriching materials for workshops and events
- Proficient in budgeting and managing event finances
- Familiar with curriculum development and training materials
- Knowledge of leadership development practices
- Skilled in Microsoft Office (Word, Excel, PowerPoint), Zoom, and Microsoft Teams
- Proactive self-starter who follows through on tasks and projects
- Ability to multitask, prioritize, and thrive in a fast-paced environment
- Excellent written and verbal communication skills
- Ability to maintain confidentiality and build collaborative relationships with colleagues, vendors, and partners
- Travel will be required, 20 - 25% approximately
- Experience with design software (e.g., Canva, Adobe Suite) is a plus
- Bilingual (English/Spanish) is 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, 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: jobs@nalcab.org

Please add *Training and Development Manager* to 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.