



## About NALCAB

The National Association for Latino Community Asset Builders (NALCAB) is a one of a kind national intermediary with a network of 200+ member CDFIs and nonprofit organizations that serve Latino communities across the US, DC, and Puerto Rico. As a grant maker and US Treasury-certified CDFI lender, NALCAB supports its members through funding, training, policy advocacy, and resources that amplify their impact.

Our mission: Build transformational wealth in Latino communities to create a more prosperous future for the entire nation.

## Program Manager – Small Business & Community Investments

### Summary

The Program Manager - Small Business and Community Investments position is responsible for managing programs that build assets in low and moderate income communities nationwide. The Program Manager will build the capacity of nonprofits to provide initiatives supporting small business development and place based strategies that layer affordable housing, infrastructure, mixed use development, and commercial development.

Some focus will be on NALCAB's federal programs such as the Department of Housing and Urban Development's (HUD's) Community Compass and Rural Capacity Building (RCB) programs and US Treasury's Community Development Financial Institution (CDFI) Fund. This position may also supervise assigned staff and will report to the Director of Small Business Investments

### Key Responsibilities and Duties

- Plan and manage integrated programs that provide grants, technical assistance, and training for nonprofits focused on community development, community lending, anti displacement, entrepreneurship, commercial development, affordable housing, and community engagement.
- Support member organizations in expanding their small business development services and small business lending programs, securing funding, building peer networks, obtaining and maintaining CDFI status, and sharing best practices.
- Support NALCAB's US HUD Community Compass and RCB projects and other federally and privately funded technical assistance and capacity building work with non profits, cities, states and counties related to community organizing, economic development, small business development and affordable housing programs/projects.
- Oversee the grantmaking process, including outreach, application reviews, monitoring, and compliance.
- Assist in managing project budgets and creating scopes of work for consultants and subgrantees.
- Contribute to reports and grant applications through data analysis and writing.
- Facilitate collaboration among nonprofits through calls, meetings, and training events.
- Engage in public presentations and community outreach.
- Participate in site visits to evaluate projects.

- Stay updated on asset building topics including development finance, entrepreneurship, housing and other development trends through research.
- Other duties as assigned.

### Qualifications

- Bachelor's degree from an accredited four year college or university, or five (5) years of related professional experience.
- 3+ years' experience in community economic development and asset building.
- 3+ years' experience implementing, operating and/or managing federal programs such as those in US HUD and the CDFI Fund.
- Familiarity with community development concepts and strategies. Affordable housing and small business financing expertise is a plus.
- Understanding of techniques for providing technical assistance and training to nonprofits.
- Proven ability to work effectively in varied economic environments.
- Excellent written, verbal, and interpersonal communication skills.
- Proficient in facilitating meetings and workshops, both in person and online.
- Manage multiple projects simultaneously, while working independently, making confident decisions and proactively managing change in a fast paced setting.
- Collaborate effectively across teams and program areas.
- Experience in the nonprofit sector or with community based organizations.
- Bilingual (English/Spanish) preferred.
- Travel up to 20% of the time is expected.

### Work Environment

The work environment is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Core business hours are 8:30AM to 5:00PM CT working remotely or in the office.

### Position Type

Full-Time

### Compensation

\$60,000 - \$73,000

### Location of Employment

- San Antonio, Texas.
- Hybrid schedule: 3 days per week in office, with an established schedule.

### EEO Category

Professional

### Exempt Status

Exempt

**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](mailto:jobs@nalcab.org) Also please add **Program Manager – Small Business & Community Investments** to the subject line.

*NALCAB is an equal opportunity employer.*