



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.

Impact Systems & Evaluation Manager

Summary

The Impact Systems & Evaluation Manager is responsible for advancing how NALCAB measures and communicates the impact of its programs and policy work through data analysis and visualization, that supports storytelling for internal and external audiences.

NALCAB will be selecting and implementing a new data management system. The Impact Systems & Evaluation Manager will be responsible for leading this effort. The Impact Systems & Evaluation Manager will report to the Executive Vice President & Chief Operating Officer.

Key Responsibilities and Duties

- Support the selection and implementation of NALCAB's CRM and data management system.
- Work to consolidate all of NALCAB's data into a single CRM system/database.
- Lead the overall management of NALCAB's CRM and data management system (with support).
- Ability to present data through charts, graphs, presentations, graphics, and other data visualization tools.
- Develop and maintain dashboards and reporting tools for leadership.
- Work with staff across program areas and departments to understand, evaluate, and improve available data and NALCAB's evaluation methodology.
- Serve as the point of contact for supporting impact assessment-related technical assistance and events for member organizations and NALCAB staff.
- Assist with internal and external strategic initiatives aimed at strengthening the impact of NALCAB.
- Support NALCAB's resource development efforts.
- Track, analyze, and report NALCAB's outputs and outcomes to determine effectiveness in meeting objectives.
- Assist the Communications team with translating data into compelling stories and visuals to showcase NALCAB's impact to a variety of audiences.
- Help establish a culture of data-informed learning across departments, including supporting staff development in data literacy and evaluation practices.
- Manage project budgets (with support).
- May exercise direct supervision over assigned staff.
- Other duties as assigned.

Qualifications

- Bachelor's degree or an equivalent combination of education and experience.
- 3+ years of proven ability to analyze qualitative and quantitative data, with experience in program evaluation and planning.
- 3+ years of experience in community economic development, asset building, and working with diverse, low-to-moderate income communities.
- 1+ year of administrative experience, preferably with a CRM or evaluation database system, and in a community or nonprofit setting.
- Skilled in using Microsoft Office Suite (Outlook, PowerPoint, Word, Excel) and CRM/database systems.
- Skilled in data visualization software (ex: Tableau).
- Excellent written, verbal, and interpersonal communication skills.
- Able to build and maintain effective working relationships with diverse groups, including co-workers, clients, and vendors.
- Outstanding organizational skills and high attention to detail. Able to multitask, meet deadlines, and work effectively both independently and as part of a team.
- Expected travel: 10%.

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.

EO 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

Also please add **Impact Systems & Evaluation Manager** to the subject line.

NALCAB is an equal opportunity employer.