



Position Announcement

NALCAB Border Community Development Program Coordinator

2/2/10

NALCAB – National Association for Latino Community Asset Builders, seeks a professional with not less than three years of experience in community development and asset building field to manage its program of technical assistance and grant making in the U.S.-Mexico Border Region. This program is designed to benefit non-profit organizations that promote the development of community assets and family wealth in predominately low-income, Latino communities.

Based in San Antonio, TX, the primary responsibilities of this position will include:

- Organizing and staffing meetings of the Border Community Development Collaborative (BCDC);
- Directly providing technical assistance to non-profit organizations, focused primarily on opening access to capital;
- Managing NALCAB's grant making activities in the Border Region, including marketing and reviewing grant applications, managing grant processing and monitoring grantees;
- Organizing NALCAB's Border Community and Economic Development Summit;
- Coordinating and facilitating collaborative efforts among multiple non-profit organizations;
- Other duties as assigned.

The ideal candidate will have direct experience with a community/ economic development project, resource development (including working with private foundations and securing federal grants), and grant-making and monitoring. NALCAB seeks a highly motivated, self-starter who enjoys working in a team environment. Supervisory experience will be a plus and NALCAB encourages applications from bilingual (Spanish) and/or bicultural individuals. This position reports to the Executive Director and works collaboratively with other NALCAB staff.

NALCAB is an equal opportunity employer.

Please submit a resume and cover letter by e-mail to info@nalcab.org with Border CD Program Coordinator in the title line.