



Position Announcement

NALCAB Resource 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. 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:

- Directly providing technical assistance to non-profit organizations, focused primarily on opening access to capital;
- Developing federal grant applications;
- Conducting research and grant evaluations for community development organizations;
- 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 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 Resource Development Program Coordinator in the title line.