



Position Announcement

NALCAB Program Coordinator/Manager

7/2/10

NALCAB – National Association for Latino Community Asset Builders seeks a professional with not less than three years of experience in the community development and asset building field to manage a technical assistance and grant making program. 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;
- Assisting with NALCAB's grant making activities, including marketing and reviewing grant applications, managing grant processing and monitoring grantees;
- Coordinating and facilitating collaborative efforts among multiple non-profit organizations;
- Aiding in the organization of NALCAB's national and regional conventions.
- Travel as required;
- 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. A Master's degree in relevant subject area or commensurate experience is preferred. 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 *Program Coordinator/Manager* in the title line.

The National Association for Latino Community Asset Builders
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