



Financial Empowerment Program Manager Job Posting

National CAPACD seeks a Financial Empowerment Program Manager to support design, implementation, and growth of programs that build the financial health and pathways to economic opportunity for low- and moderate-income AAPIs across the nation.

Organizational Background:

The mission of the National Coalition for Asian Pacific American Community Development (National CAPACD) is to improve the quality of life for low-income Asian Americans and Pacific Islanders (AAPIs). We are a coalition of more than 100 community-based organizations spanning 21 states and the Pacific Islands. Collectively, the coalition improves the lives of over two million AAPIs who live in poverty by providing voice, tools, and shared knowledge to drive change. The coalition focuses on promoting economic vitality, civic and political participation, and racial equity through a broad range of strategies, from community organizing to financial services to the creation of affordable housing and community institutions.

Overview:

National CAPACD seeks a Financial Empowerment Program Manager to lead implementation of the organization's financial empowerment and asset building programming. This is a full-time position based in our Oakland, CA office. The Program Manager will support building the capacity of member organizations (via National CAPACD's Asset Building Network) to integrate, innovate, and document a continuum of financial inclusion strategies that increase the capability of low-income AAPIs to save, build credit, reduce debt, and invest in their economic future. In addition, the Program Manager will coordinate with and support other National CAPACD staff and local practitioners to advance federal policies that reduce the racial wealth gap and create a pathway for economic security for low-income communities of color.

The organization's asset building activities currently focus on building financial capability across generations through financial education, financial coaching, and product deployment, with potential for additional programmatic growth. The Program Manager will be responsible for working with project partners to develop a work plan, conduct community assessments, identify or refine curriculum to be culturally and linguistically relevant to each partner's target community, provide and coordinate technical assistance and training resources, track progress of and evaluate outcomes. The Program Manager will report to the Director of Programs and work closely with other agency and program staff toward fulfilling programmatic and organizational strategic plans. The Program Manager may be responsible for supervising other junior staff or interns as dictated by project goals.

National CAPACD seeks a highly motivated individual who will take broad initiative to implement these efforts and work with the Director of Programs to identify strategies to increase the organization's national visibility on asset building and economic security for low-income households. An ideal candidate will have demonstrated project management and facilitation experience, and knowledge of asset building and financial empowerment strategies.

Roles and Responsibilities Include:

- Lead the design and development of financial capability programs, inclusive of:
 - Collaboration on grant writing, fund development, and reporting activities,
 - Determining, evaluating, and documenting program outcomes and outputs,
 - Creation and improvement of member support systems,

NATIONAL COALITION FOR ASIAN PACIFIC AMERICAN COMMUNITY DEVELOPMENT
Financial Empowerment Program Manager Job Posting

- Identifying and executing new programmatic opportunities (identify markets and organizations that help fill gaps within National CAPACD's existing network and meet the emerging needs of underserved AAPI communities);
- Lead and support other program staff in implementing program activities, including:
 - Dissemination of sub-grant awards, contracts, scholarship applications, and reporting documentation,
 - Monitoring quality assurance and ensuring compliance of sub-grantee organizations through site visits, regular communication, and program evaluation activities,
 - Tracking and reporting on program outcomes to ensure grant and fiscal compliance. This may include communicating with funders, monitoring budgets, and collection and review of reports and client data,
 - Provision and coordination of technical assistance and training resources to network organizations on a range of topics including community assessments, service delivery, program development, and other needs as identified,
 - Coordination of activities that identify and elevate best practices among network organizations, inclusive of network convenings, meetings, webinars, cohort sessions at our Annual Convention, articles/newsletters/webinars;
- Support efforts to develop original research, papers, op-eds, and other publications that elevate the role of National CAPACD and its partners in the areas of housing counseling, asset building, small business, and economic security. This includes collaboration with partners and managing consultants to craft and disseminate products and documents that highlight the needs of AAPI communities and best practices being deployed to address these issues;
- Represent National CAPACD in national coalitions related to asset building, financial capability and economic security (e.g., Asset Building Policy Network) as needed;
- Coordinate with other program staff and the policy team to inform National CAPACD's policy agenda on economic security. Support regular engagement with local partner organizations to identify existing and emerging community needs;
- Implement specific projects and campaigns that support the work of the asset building program and further National CAPACD's mission, as needed.

Note: Travel is required for this position.

Required Qualifications:

Bachelor's degree or equivalent experience; at least five years of experience in a nonprofit or other related organization; working knowledge of issues facing low-income, immigrant, and Limited English Proficient (LEP) communities; exceptional written and oral communications; ability to represent the organization with external partners; strong organizational, project management, and facilitation ability; excellent attention to detail and ability to prioritize and multi-task; excellent analytical, problem-solving and interpersonal skills.

Desired Qualifications:

Experience with community development, asset building, small business, financial education or housing counseling; communications and media relations skills; previous experience with policy advocacy, preferably on the federal level, and experience working with elected officials and government administrations; Master's degree in urban planning, public policy, public administration, social work or related topics.

Compensation:

NATIONAL COALITION FOR ASIAN PACIFIC AMERICAN COMMUNITY DEVELOPMENT
Financial Empowerment Program Manager Job Posting

The Financial Empowerment Program Manager is a full-time position based in Oakland, CA. Annual salary range is \$55,000 - \$75,000, depending on background and experience. Comprehensive benefits package includes health, dental, vision, life, and disability insurance and 403(b) plan.

To Apply:

Applications will be accepted until position is filled. Please email cover letter and resume to [apply\[at\]nationalcapacd.org](mailto:apply@nationalcapacd.org), with Financial Empowerment Program Manager Application in the subject line.

National CAPACD is an Equal Opportunity Employer. People of color, members of the LGBTQ community, people with disabilities, and women are strongly encouraged to apply. No calls, please.

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