



National CAPACD  
Innovating Together from the Ground Up

## NATIONAL COALITION FOR ASIAN PACIFIC AMERICAN COMMUNITY DEVELOPMENT

### NATIONAL AAPI HOUSING PROGRAM MANAGER Job Description

Founded in 1999, the National Coalition for Asian Pacific American Community Development (CAPACD) is the first national organization dedicated to the community development needs of Asian American and Pacific Islander (AAPI) populations. Our mission is to be a powerful voice for the unique community development needs of AAPI communities and to strengthen the capacity of community-based organizations to create neighborhoods of hope and opportunity.

National CAPACD works to address four core issue areas – Access to Housing, Data Policy, Economic Justice and Community Preservation and Revitalization – through the following program areas:

- Community Resources Programs, including the National AAPI Foreclosure Response Network and the ACTION! TA Program which both seek to increase capacity in local AAPI-serving community-based organizations through facilitating training, technical assistance and other resources for local organizations that serve low-income AAPI neighborhoods.
- National and Regional convenings, bringing our members together to learn, network, share resources and mobilize on community development issues;
- Advocacy, Policy & Research, telling our stories through research and policy to increase the influence of AAPI communities in obtaining equitable resources.
- Leadership Development, building a pipeline of AAPI leaders and change agents working in housing, community and economic development.

National Coalition for Asian Pacific American Community Development (National CAPACD) is a member-based network of organizations from across the country joined together by a shared commitment to equity and social justice. We come together to bring visibility to the housing, community, and economic development needs of our nation's low income Asian Americans and Pacific Islanders (AAPIs) and the neighborhoods where they live. Established in 1999, with 16 founding member organizations, we now have over 100 members in more than 25 metropolitan areas across the country in over 17 states.

#### Overview:

National CAPACD seeks a National AAPI Housing Program Manager (Program Manager) to assist in developing and implementing a comprehensive housing, foreclosure and financial literacy program that builds the capacity of local community-based organizations to serve low-/moderate-income AAPI communities across the country and within the diversity of the Asian American, Native Hawaiian and Pacific Islander communities. In January 2008, National CAPACD created the National Asian American/Pacific Islander (AAPI) Foreclosure Response Network, a collective of AAPI community-based organizations that were actively addressing foreclosure-related issues in their local communities. Engaging in shared learning activities and mutual training and technical assistance opportunities, this group of organizations represents the foundation for National CAPACD's housing counseling intermediary program that it currently seeks to fully develop and implement. The Program Manager will be responsible for the initial

systems building and infrastructure development to allow the organization to successfully grow into the role of a national HUD housing counseling intermediary. Additionally, the Program Manager will continue to manage and provide technical assistance to the Foreclosure Response Network, including the key participation in the Alliance for Stabilizing our Communities (ASC), a collaboration of other national minority-led and minority-serving organizations. The ASC has been responsible for conducting outreach to communities of color in major urban centers across the country, as well as hosting foreclosure "rescue fairs". The Program Manager will be the key point person delivering services and technical assistance to local community-based organizations that are a part of the National AAPI Foreclosure Response Network.

Reporting to the Deputy Director, the National AAPI Housing Program Manager will play a key role in developing and building capacity within the organization to operate a successful national program that will address the long term housing counseling needs of AAPI communities. The Program Manager will lead efforts across the country that will enhance the well-being of vulnerable communities by implementing programs that create stable, just and healthy communities.

Specific responsibilities include:

- National AAPI Foreclosure Response Network management
  - Manage grants to network of at least ten non-profit community-based organizations providing foreclosure-related services to local communities
  - Provide technical assistance on developing strong and well-functioning housing counseling programs, including support for organizations seeking to become HUD approved
  - Develop foreclosure "rescue fair" plans for National network, and be able to implement multiple fairs on a regular basis with network organizations through the end of 2010
  - Work with National Urban League and National Council of La Raza to identify common needs and foreclosure-related issues facing communities of color requiring either programmatic or policy changes
  - Represent National CAPACD and the Network to the Alliance for Stabilizing our Communities working group
  - Build solid relationships with Bank of America's teams that are involved in the ASC
  - Provide ongoing support for all partners in the Network related to language access for their clients, servicer policy-modification, training needs for their staff, media and communications support, and on-site assistance in carrying out "rescue fairs"
  
- Housing Counseling Intermediary Development and Planning
  - Work with National CAPACD senior staff and consulting team to conduct best practices research on minority-serving HUD Approved local agencies and national intermediaries
  - Work with senior staff to design and develop an appropriate staffing and organizational plan to launch HUD housing counseling intermediary activities
  - Work as part of the development team to leverage additional resources for financial education, housing and foreclosure counseling
  - Supervise new staff hired as a result of program growth and expansion
  - Provide detailed administrative reports that are to be submitted to any funder of the Housing Counseling Intermediary, including but not limited to HUD
  - Analyze quarterly reports from network housing counseling organizations and provide regular, detailed feedback to Deputy Director about the progress of networked organizations

- Assist in the quality assurance and oversight of local housing counseling organizations through site visits, regular communication and program evaluation activities
- Financial Education materials management, coordination and creation
  - Train AAPI-serving counselors within National CAPACD's network on culturally-accessible financial education tools and curricula
  - Manage the distribution and promotion of culturally-accessible financial education materials
  - Coordinate the translation of materials on an as-needed basis into AAPI languages

Qualifications:

- Required: Bachelor's degree with five years experience in overseeing and implementing programs for a non-profit or other related organization; working knowledge of issues facing low-income, immigrant and LEP communities; able to analyze in-depth foreclosure and housing programs as they relate to the current economic crisis; working knowledge of the foreclosure process and the responses to it by the housing and financial industries; exceptional written and oral communications; strong organizational abilities, including excellent attention to detail and ability to prioritize and multi-task; excellent analytical, problem-solving and interpersonal skills.
- Preferred: Master's degree with three years experience in overseeing and implementing programs for a non-profit or other related organization;

Must be committed to supporting the community development needs of low-income and immigrant AAPIs and willing to work in a fast paced setting. Extensive travel is required for this position. Must be a team player who has demonstrated he/she can work well in a small, highly collaborative environment. Strong communication skills are a must.

Compensation:

The National AAPI Housing Program Manager is a full-time position. Salary is competitive and commensurate with background and experience.

To Apply:

Applications will be accepted on a rolling basis until position is filled. Please email cover letter, resume and short writing sample (max. 2 pages) to Romana Lee-Akiyama, Deputy Director: [romana@nationalcapacd.org](mailto:romana@nationalcapacd.org).

National CAPACD is an Equal Opportunity Employer. Women and people of color are strongly encouraged to apply. No calls, please.

6/18/09