



## Small Business Program Manager

**National CAPACD seeks a full-time Small Business Program Manager to administer a national network of organizations committed to AAPI micro-entrepreneur support and economic development in AAPI business districts.**

The National Coalition for Asian Pacific American Community Development (National CAPACD) is a progressive coalition of local organizations that advocate for and organize in low-income Asian American and Pacific Islander (AAPI) communities and neighborhoods. We strengthen and mobilize our members to build power nationally and further our vision of economic and social justice for all.

The Small Business Program Manager leads implementation of the organization's programming related to entrepreneur support and business district stabilization in AAPI communities.

Specifically, the Program Manager will build the capacity of a national Small Business Network that implements a continuum of strategies to increase the capability of low-income AAPIs to start, maintain, and grow their businesses toward greater economic opportunity and equitable development of communities. The Small Business Program Manager will oversee and further develop program activities related to this network, building capacity within the organization to operate a successful national program that addresses the entrepreneurial needs of AAPI communities. The Program Manager will participate in efforts across the country that will enhance the well-being of vulnerable individuals and families by implementing programs that create stable, just, and healthy communities. 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 Program Manager will report to the Director of Economic Empowerment, and task supervise and support other program staff to ensure successful implementation and sustainable growth.

### **Roles and Responsibilities Include:**

- Lead the design and development of a national small business development program, inclusive of:
  - Collaboration on grant writing, fund development, and reporting activities,
  - Determining program outcomes and outputs,
  - Creation and improvement of member support systems,
  - Identifying and leading collaboration with partners and technical experts,
  - Identifying and executing new programmatic opportunities (identify markets and organizations that help fill gaps within the existing Small Business Network and fill gaps within the entrepreneur support field within the AAPI community);
- Task supervise and support economic empowerment program staff and consultants in implementing activities, including:
  - Dissemination of sub-grant awards, contracts, scholarship applications, and reporting documentation,

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- Monitoring quality assurance and ensuring compliance of local small business development 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 to funders, monitoring budgets, and collection and review of reports,
  - Provision and coordination of technical assistance and training resources to local small business development organizations on a range of topics including service delivery, contract compliance, 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, Convention cohort sessions, articles/newsletters;
- Represent National CAPACD in coalition meetings and with policy makers on matters related to the small business field as needed;
  - Support and coordinate with other agency staff in the development and execution of a policy platform on economic security; identify existing and emerging community needs and potential opportunities for advocacy. Lead a regular engagement process with local partner organizations to inform National CAPACD's policy platform;
  - Contribute to the development of original research, papers, op-eds, and other publications that elevate the role of National CAPACD and its partners in the area of small business, asset building, and economic security;
  - Oversee and implement specific projects and campaigns that support the work of the Small Business Network and further National CAPACD's mission.

**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;
- Ability to speak clearly in English on the phone and in person and be understood by others;
- Working knowledge of issues facing low-income, immigrant, and Limited English Proficient (LEP) communities;
- Previous experience with policy advocacy, preferably on the federal level, and experience working with elected officials and government administrations;
- 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:**

- Master's degree in urban planning, public policy, business administration, public administration, social work or related topics;
- Experience with small business development, community development, asset building, or financial education;
- Experience designing national campaigns as part of a broader coalition;

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- Communications and media relations skills.

**Physical Factors**

- Ability to remain in a stationary position to operate a computer (and other office productivity machinery), and manual dexterity to operate a keyboard, for extended periods of time;
- Ability to occasionally lift objects weighing up to 10 pounds;
- Must be able to travel domestically with overnight stay, at least 5-6 times per year.

**Working Conditions**

- Moderate noise (i.e. business office with computers, phone, and printers; light traffic);
- Ability to work in a confined area indoors.

**Compensation:**

The Small Business Program Manager is a full-time, exempt position based in our Oakland, CA office. Annual salary range is \$60,000 - \$95,000, depending on background and experience. Comprehensive benefits package includes health, dental, vision, life and disability insurance, and a 403(b) plan.

**To Apply:**

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

**Only complete applications will be considered.**

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. Accommodations for applicants may be available upon request. No calls, please.

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