



## 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.**

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.

National CAPACD seeks a Financial Empowerment Program Manager to lead implementation of the organization's financial empowerment programming. This is a full-time position based in our Oakland, CA office. The Program Manager will support building the capacity of member organizations 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 two areas: 1) our signature *Empowerment Economics* program model and 2) sub-granting to organizations that deliver culturally relevant financial education, financial coaching, and products. The Program Manager will be responsible for implementing the program's work plan, conducting community assessments, providing and coordinating technical assistance and training resources, tracking progress toward goals and evaluating outcomes. The Program Manager will report to the Director of Economic Empowerment 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.

### **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,
  - 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,

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- 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 the ongoing development and expansion of *Empowerment Economics* through:
  - Coordination of webinars, trainings and convenings to build practitioner familiarity with and knowledge of the model;
  - Provision and coordination of technical assistance and training resources to existing Empowerment Economics practitioners;
  - Collaboration with research and training partners to strengthen the model and its application in communities of color and the broader asset-building field;
- 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 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 financial capability program and further National CAPACD's mission, as needed.

***Note: Travel is required for this position.***

**Required Qualifications:**

- Working knowledge of issues facing low-income, immigrant and Limited English Proficient (LEP) communities;
- Bachelor's degree or equivalent experience;
- Minimum of three years of work experience in nonprofit development;
- Demonstrated excellence in communications;
- Exceptional attention to detail;
- A deep commitment to supporting the community development needs of low-income and immigrant AAPI communities;
- A team player with a demonstrated ability to work well in a small, highly collaborative environment.

**Desired Qualifications:**

- Knowledge of gentrification, displacement, community development, asset building and issues impacting low-income AAPI communities;
- Previous experience with grants administration or program implementation.

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**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 Financial Empowerment Manager is an exempt, full-time position based in Oakland, CA. 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, resume to [apply@nationalcapacd.org](mailto:apply@nationalcapacd.org), with Financial Empowerment Program Manager 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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