



Small Business Network Manager

National CAPACD seeks a full-time Small Business Network Manager to administer a national cohort of organizations committed to small business development in AAPI communities.

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 Network Manager will develop and implement program activities to support a network of community based organizations across the country who will deliver services to small businesses including outreach, referral, counseling, and access to capital. The primary purpose of this position is to increase capacity within our organization to operate a successful national program. The Network Manager will report to the Small Business Senior Program Manager, and may task supervise and support other program staff to ensure successful implementation and sustainable growth.

Roles and Responsibilities Include:

- Lead in implementing activities, including:
 - Dissemination of sub-grant awards, contracts, scholarship applications, and reporting documentation,
 - Monitoring quality assurance and ensuring compliance of sub-grantees through site visits, financial and case file audits, regular communication, and program evaluation activities,
 - Tracking and reporting on program outcomes to ensure grant and fiscal compliance. This includes quarterly collection, auditing and filing of reports, communicating to funders, and monitoring budgets,
 - Provision and coordination of technical assistance and training resources to local community based organizations on a range of topics including SBA programs, services, and products; service delivery; contract compliance; program development; fundraising; and other needs as identified,
 - Coordination of activities that identify and elevate best practices among network organizations, inclusive of annual multi-day convenings, in-person and remote webinars and trainings on at least a quarterly basis, bi-annual Convention sessions, articles/newsletters/social media posts;
- Lead the design and development of a national small business outreach and counseling program, inclusive of:
 - Creation and improvement of member support systems,

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- Identifying and executing new programmatic opportunities (identify markets and organizations that help fill gaps within the existing network and meet underserved small business needs within the AAPI community);
- Represent National CAPACD in coalition meetings and with policy makers on small business matters as needed;
- 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 development, 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.

Other Functions and Responsibilities:

- Support the planning and implementation of the bi-annual Building CAPACD Convention and other organization-wide events;
- Other duties as assigned.

Required Qualifications:

- 5+ years of work experience;
- Bachelor's degree or equivalent experience;
- Small business planning and development skills and/or consulting/counseling skills;
- 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;
- A team player with a demonstrated ability to work well in a collaborative environment.

Desired Qualifications:

- MBA or Master's degree in urban planning, public policy, public administration, social work or related topics;
- Experience with non-profit grant-making processes;
- Experience managing complex grants, including auditing for compliance;
- 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 4-5 times per year.

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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 Network Manager is an exempt, full-time position based in Oakland, CA. Annual salary is \$65,000 - \$80,000, depending on background and experience. Comprehensive benefits package includes health, dental, vision, life and disability insurance, and 403(b) plan.

COVID-19 Note:

This position is temporarily remote due to COVID-19. Applicants will need to be available to work from National CAPACD's Oakland, CA office starting November 8, 2021. A COVID-19 vaccination and masks will be required when we return to the office.

To Apply:

Applications will be accepted until position is filled. Please email cover letter, resume, and a 3-5 page policy position writing sample to apply@nationalcapacd.org, with Small Business Network 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.

10/12/2021