National CAPACD seeks a Housing Program Manager to manage government and private housing grants.

The National Coalition for Asian Pacific American Community Development (National CAPACD) advances equity and creates vibrant, healthy neighborhoods by mobilizing and strengthening a powerful coalition of Asian American, Native Hawaiian, and Pacific Islander (AA and NHPI) community-based organizations working in low-income communities.

National CAPACD’s staff are committed to a culture of inclusion, respect, integrity, learning, performance, accountability, collaboration, and celebration. Inclusion is both a commitment to diversity and respect for our differences. An organization built on integrity represents mutual trust, honesty, openness, and freedom from judgment in our work together. We are also a learning organization – everyone has something to offer, and each of us has something to learn. Setting a high standard of performance means quality results, getting the job done, and doing the right things in the right way while being accountable to ourselves, our communities, and our supporters through transparency and absolute dedication to all of our values. Lastly, we value collaboration within the organization and with our coalition members, and we always leave room for celebration in our work.

National CAPACD is the first HUD-approved housing counseling intermediary in the country that specifically targets the needs of low- and moderate-income AA and NHPI families through a network of 12 community-based organizations that provide housing counseling on a variety of topics including pre-purchase, post-purchase, foreclosure, rental and homeless prevention. National CAPACD’s role is to ensure network compliance with HUD program requirements, support local agencies’ capacity to meet the housing counseling and financial education needs of AA and NHPI communities, and to build a bench of advocates for community change.

The Housing Program Manager will implement program activities related to this network, building capacity within the organization to address the housing counseling needs of AA and NHPI communities. The Program Manager is an integral member of the Housing Team. They will report to the Director of Economic Empowerment and supervise the Housing Program Coordinator. They will collaborate closely with the Housing Capacity Building Manager. The Program Manager may task supervise and support other program staff to ensure successful implementation and sustainable growth. This is a full-time, exempt position based remotely in the United States.

Roles and Responsibilities Include:

- Manage government and private grants to community-based housing counseling agencies, including:
  - Disseminating sub-grant awards, contracts, scholarship applications, and reporting documentation,
  - Monitoring quality and ensuring sub-grantee compliance with HUD program and other funder requirements 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;

- Design and coordinate activities that identify and elevate best practices among network organizations and build a community of practitioners. This includes housing counseling convenings, meetings, webinars, Convention cohort sessions, articles/newsletters;

- Coordinate technical assistance and training resources to local housing counseling organizations on topics specific to housing counseling, including HUD-certification and approval, service delivery, contract compliance, program development, and other needs as identified;

- Contribute to housing program growth and development by improving systems and ideating future areas of growth in coordination with the Housing Team;

- Contribute as needed 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 housing counseling, asset building, and economic security;

- Contribute to fundraising efforts by coordinating and collecting application materials for certain grants;

- Represent National CAPACD in national coalitions on housing as needed.

Other Functions and Responsibilities:

- Assist with National CAPACD events, including our biannual Building CAPACD Convention;

- Other duties as assigned.

Required Qualifications:

- At least five years of experience in a non-profit or other related organization;

- Excellent attention to detail and ability to prioritize and multitask;

- Strong organizational, facilitation, and project management abilities;

- Excellent analytical and problem-solving skills;

- A team player with strong interpersonal skills and a demonstrated ability to work well in a collaborative environment;

- Working knowledge of issues facing AA and NHPI low-income, immigrant, and Limited English Proficient (LEP) communities;

- Exceptional written and oral communications;

- Ability to represent the organization with external partners.

- Willingness to obtain HUD housing counseling certification;

- Curiosity and interest in engaging deeply in the housing and HUD housing counseling fields;

- Commitment to National CAPACD’s mission and the needs of low-income, immigrant, and Limited English Proficient (LEP) communities.

Desired Qualifications:

- Two or more years as a housing counselor and/or housing program manager at a HUD-approved housing counseling agency;

- HUD housing counseling certification;

- Experience with managing federal grant programs and auditing for program compliance;

- Experience with housing counseling, community development, asset building, or financial education;

- Experience with non-profit grant-making processes.
Essential Physical Requirements:
- As this is primarily a remote position, the person in this position must be able to communicate via phone, including conference and video calls, as well as written communication such as Slack and email;
- This position requires the ability to remain in a stationary position to operate a computer (and other office productivity machinery) and manual dexterity to use a keyboard for extended periods;
- This position requires the ability to occasionally lift objects weighing up to 10 pounds;
- This position requires the ability to travel domestically with overnight stays. Travel may involve transportation via airplane, car travel, or train.

Work Environment:
National CAPACD is a primarily remote office environment, with a headquarters office in Washington, DC and a satellite office in Oakland, CA. The person in this position must have enough room and privacy to perform the job from home or work out of one of our offices.

The Manager must be able to travel domestically with overnight stays at a minimum of 8-9 times per year. This position requires the ability to work Monday through Friday and may require some work on nights and weekends when traveling or for events.

Compensation:
The annual salary range is $70,000 - $85,000, depending on background and experience. National CAPACD is pleased to offer a comprehensive benefits package that includes 100% employer-covered health insurance for employees, 75% employer-covered health insurance for eligible family members, basic life and long-term disability, and paid parental leave. In addition, we offer 15 days accrued annual vacation at the start of employment, 7 (seven) days accrued annual sick leave, monthly wellness days, 403(b) retirement fund with employer match, 3-month sabbatical leave upon completion of 7 years of continuous employment, 14 holidays, plus the week between Christmas and New Year's off.

COVID-19 Note:
To center the safety and well-being of our employees, National CAPACD is a 100% COVID-19 vaccinated workplace. Proof of vaccination will be required upon acceptance of a job offer. Job applicants with religious and disability-related objections will be given reasonable accommodations.

To Apply:
Applications will be accepted until the position is filled. Please upload your resume and cover letter to our talent portal: https://www.nationalcapacd.org/opportunities/housing-program-manager. Only complete applications will be considered.

At this time, National CAPACD is regrettably not able to offer employment to candidates who are not authorized to work without Visa sponsorship.

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.

6/27/2023