



## *Impact Coordinator*

**The National Association for Latino Community Asset Builders (NALCAB)** represents and serves 100+ nonprofit organizations across the nation, which includes real estate developers, business lenders, economic development corporations, credit unions, and consumer counseling agencies.

NALCAB implements responsible, market-based strategies for strengthening underserved communities, rebuilding the ladder of economic mobility for low- and moderate-income Americans and supporting the economic integration of immigrants through equitable neighborhood development, investing in small business and building family financial wellness. In close alignment with its core programmatic activities, NALCAB operates a fellowship to invest in next-generation leadership within its Network and implements a training institute focused on culturally and linguistically relevant asset building services.

Our mission: *NALCAB strengthens the economy by advancing economic mobility in Latino communities.*

### **Summary**

We are seeking a dedicated, thorough, and supportive professional for our San Antonio, TX office. The Impact Coordinator is responsible for ensuring the effective evaluation of NALCAB's programmatic and policy activities and the communication of NALCAB's impact. The Impact Coordinator is a member of the Executive Director's team and will report to the Special Assistant to the Executive Director.

### **Essential Duties and Responsibilities**

Including the following.

- Assist in the identification of a customer-relationship management (CRM) system for purchase by NALCAB
- Manage the CRM system
- Work to continually improve NALCAB's data analysis and evaluation methodology in partnership with other team members
- Work with staff across program areas and departments to understand available data
- Track, analyze, and report NALCAB's outputs and outcomes to determine effectiveness in meeting objectives
- Assist with the communication of information and impact of NALCAB's work to a variety of audiences, including policymakers, funders, and member organizations
- Work with the Membership team to incorporate member organization information and needs into tracking and evaluation systems
- Other duties as assigned.



## Experience

- Experience working with CRM or similar evaluation database system preferred
- Experience and success in working with low-to-moderate income, minority and immigrant communities.
- Strong analytical, time management, and organizational skills, including a high level of attention to detail and ability to work independently.
- Experience working with community or nonprofit organizations preferred
- Bilingual (English/Spanish – strongly preferred).

## Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Familiarity in program evaluation and planning.
- Experienced in community economic development and asset building.
- Proven cultural competency and ability to work in culturally and ethnically diverse environments.
- Outstanding written, verbal and interpersonal communication skills.
- Skill in utilizing a personal computer and associated software programs, including MS Outlook, PowerPoint, Word and Excel.
- Communicate effectively both verbally and in writing.
- Multi-task and meet deadlines.
- Establish and maintain effective working relationships with co-workers, management, clients, members, vendors, contract service providers and the general public.
- Ability to maintain confidentiality of information.
- Ability to work independently within a fast-paced environment.
- Perform all the intellectual and analytical requirements of the position, including decision-making.
- Promote NALCAB's positive office culture

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position primarily performs its duties indoors and may be exposed to outdoors weather conditions and/or moving mechanical parts. The noise level in the work environment is usually moderate.

## Physical Demand

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools of controls; reach with hand and arms; climb stairs, climb ladders, balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include heavy visual acuity (close vision and ability to adjust focus) required to perform such activities as preparing and analyzing data and figure, using a computer and extensive reading and proofing. While performing the duties of this job, the employee is regularly required to talk or hear.

### **Education**

Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience

### **Position Type**

Full – time

### **Compensation**

**\$34,000-\$46,000** commensurate on education and qualifications

### **EEO Category**

Professionals

### **Exempt Status**

Exempt/Non-exempt

### **Benefits**

#### **Full Time:**

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation and extensive benefits package including paid time off, medical, dental, vision, 401k with company match, paid volunteer time, and many other benefits as well as future growth opportunities within the company. Plus, we work to maintain the best possible environment for our employees where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

### **Location of Employment**

San Antonio, Texas

### **To Apply**

To respond to this opportunity, please email resume to:

[jobs@nalcab.org](mailto:jobs@nalcab.org)

Please add **Impact Coordinator** to the subject line.

NALCAB is an equal opportunity employer.