



POSITION TITLE: *cdcb Coastal Bend Program Manager*
SUPERVISOR: *Director of Homeownership*
STATUS: *Exempt*

About Us:

Founded in 1974, cdcb | come dream. come build provides safe, sanitary affordable housing to the citizens of South Texas for the past 45 years and is one of the largest 501 (c)(3) non-profits, producers of single-family housing for homeownership in Texas. cdcb is a multifaceted affordable housing organization devoted to utilizing collaborative partnerships to create sustainable communities across South Texas through quality education, model financing, efficient home design, and superior construction. cdcb is now expanding operations to the Costal Bend area.

Our dedicated team members work to improve the lives of low to moderate families and individuals to grow wealth and improve families educational, housing, and financial security. We offer industry competitive compensation, excellent benefits with a five-decade old firm. cdcb is an inclusive and exciting work environment. We are looking for a knowledgeable and self-motivated individual to join our team.

Summary: The position is tasked with the new office set-up, forming and management of new organizational relationships, developing Costal Bend focused programs, future staffing, and creating/managing long term organizational goals. This position is also charged with program budgets, operating plans and participating in program funding proposals. In order to be successful in this role, you will need to have prior experience in both program management and team management. A Bachelor's degree is required. See more information about cdcb at www.cdcb.org

Duties and Responsibilities:

- Organizing programs and activities in accordance with the mission and goals of cdcb.
- Developing new programs to support the strategic direction of the organization.
- Creating and managing long-term goals.
- Developing a budget and operating plan for the program.
- Developing an evaluation method to assess program strengths and identify areas for improvement.
- Participating in funding proposals to guarantee uninterrupted delivery of services.
- Recruiting, interviewing and managing a new and diverse array of talented and responsible team members.
- Setting up and managing day-to-day operations of new office.
- Ability to be a self-starter, possibly working alone during the first year of operations.
- Ensuring goals are met in areas including customer satisfaction, safety, quality and team member performance.
- Ability to work with clients to gather information in a timely manner.

www.cdcb.org

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- Implementing and managing changes and interventions to ensure project goals are achieved.
- Meeting stakeholders to make communication easy and transparent regarding project issues and decisions on services.
- Producing accurate and timely reporting of program status.
- Analyzing program risks.
- Working closely with cdcB Counseling, Lending and Marketing teams.
- Other Duties as Assigned

Required Qualifications, Skills and Experience:

- Bachelor/master’s degree in business administration or related field with minimum of 5 years of experience required.
- Proven experience in program management (5 years) and stakeholder management skills.
- Proven experience recruiting and managing a team.
- Competency in Microsoft and Google applications
- Knowledge of computers and technology: proficient in MS Word, Excel, PowerPoint, Outlook, and audio/visual and conference calling technology.

Supervisory Responsibilities:

- This position will supervise others upon execution of office set up – and or after 1 year.

Compensation and Benefits:

- Salary – Starting at \$55,000.00 yearly (based on experience)
- Bonus – Based on production goals met
- 100% of premium for health, vision and dental benefits paid by cdcB.
- Life Insurance
- 401K retirement plan (no match required)
- 11 paid holidays
- Vacation Days - Based on Length of Service
- Personal Days - Based on Length of Service

To apply submit resume, cover letter to: cescalera@cdcb.org

cdcb IS AN EQUAL OPPORTUNITY EMPLOYER