POSITION TITLE: MiCASiTA Program Manager  
SUPERVISOR: Director of Real Estate Development  
STATUS: Exempt

About Us:

Founded in 1974, cdcb | come dream. come build provides safe, sanitary affordable housing to the citizens of South Texas, and is one of the largest non-profit 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.

MiCASiTA is a wholistic approach to the development and scaling of safe, sanitary and affordable housing both in the Rio Grande Valley of Texas and across the nation in other hard to assist regions. MiCASiTA is a volumetric modular housing model built to grow over time as the home buyer’s needs change and grow. MiCASiTA utilizes cdcb’s award winning construction, homebuyer education, and lending model to produce a successful homeowner. MiCASiTA is a partnership between buildingcommunitiesWORKSHOP [bc] and cdcb | come dream. come build.

Summary: The MiCASiTA Program Manager will supply strategic guidance and oversee to all MiCASiTA working teams and project managers in ways that promote the cdcb/[bc] culture, oversee operations and ensure the success of MiCASiTA. The ideal candidate will be an excellent leader and will have experience in managing staff of different disciplines to produce results on time. They will also be able to develop efficient strategies and tactics. The goal is to ensure that all teams deliver the desirable outcome to our organization.

Duties and Responsibilities:

- Formulate, organize and monitor inter-connected parts of MiCASiTA,
- Working with Sr. Staff decide on suitable strategies and objectives,
- Coordinate cross-project activities,
- Lead and evaluate MiCASiTA team managers and other staff,
- Develop and control deadlines, budgets and activities,
- Apply change, risk and resource management,
- Assume responsibility for the program’s people and vendors,
- Assess program performance and aim to maximize ROI,
- Resolve projects’ higher scope issues and
- Prepare reports for program directors.
- Carry out additional duties as assigned
Required Qualifications, Skills and Experience:

- Bachelor of Science/Bachelor of Arts in Business Management or a relevant field; MS/MA a plus.
- Proven experience as a Program Manager or other managerial position.
- Thorough understanding of project/program management techniques and methods.
- Excellent Knowledge of performance evaluation and change management principles.
- Exceptional knowledge of MS Office; working knowledge of program/project management software (Basecamp, MS Project etc.) is a strong advantage.
- Outstanding leadership and organizational skills.
- Excellent communication skills and problem-solving ability.
- Financial acumen, with professional ethics and values and strong knowledge of strategic planning and performance.

Supervisory Responsibilities:

- This position supervises 5-6 Staff members of MiCASiTA Department.

Compensation and Benefits:

- Salary – Commensurate with experience $50k to 60k.
- 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)
- 12 paid holidays
- Vacation Days - Based on Length of Service
- Personal Days - Based on Length of Service

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

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