



POSITION TITLE: *Rural & Colonia Programs Manager*  
SUPERVISOR: *Chief Executive Officer*  
STATUS: *Exempt*

**About Us:**

cdcb's goal is to expand its very successful model of growing wealth for RGV families through housing production, community engagement and education into the more rural and colonia areas of South Texas. This expansion is a new/reboot project and will take the leadership of a person, able to in vision, plan and strategically implement the long- and short-range goals toward success. This will include working with current cdcb lines of business to open operations in more rural and colonia locations, building a staff dedicated to rural and colonia issues and projects and raising the capital required to further the goals.

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 Rural & Colonia Programs Manager provides leadership in the conceptualization, formulation and operations for housing and community development efforts in rural and colonia areas of South Texas.

**Duties and Responsibilities:**

- Rural and Colonia Program annual strategic planning in concert with cdcb's overall organizational strategic plan.
- Working in partnership with cdcb's Policy, Impact and Innovations line of business on governmental relations relating to rural and colonia regions with local, State and Federal Agencies, data collection and reporting.
- Representing cdcb with other State and National rural housing and community development organizations such as but not limited to Rural LISC, NeighborWorks Rural Working Group, Cameron/Willacy Colonia Self Help Center, cdcb's Mutual Self-Help Program, Housing Assistance Council, Minnesota Housing Partnership, and Partners for Rural Transformation.
- Working in partnership with cdcb's Homeownership line of business to deliver lending, housing counseling, financial coaching services to rural and colonia areas.

- Working in partnership with cdc's Real Estate Development line of business to deliver affordable single family and multifamily housing units in rural and colonia areas.
- Working in partnership with cdc's Communications/Marketing staff to supply appropriate and sufficient marketing activities in rural and colonia areas.
- Working in partnership with cdc's Resource Development staff to raise sufficient funding through grants, investments, and debt to operate the Rural and Colonia Programs.
- Assist with program budgeting and financial projections
- Other duties as assigned relating to rural and colonia development and community development.

**Required Qualifications, Skills and Experience:**

- Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.
- Knowledge of training and supervisory techniques.
- Ability to instruct, direct, and evaluate employees.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Self-directed and well organized with a demonstrated ability to handle multiple projects and deadlines simultaneously
- Ability to establish program procedures, policies, or guidelines and to relate these to objectives.
- Ability to organize, evaluate, and present information effectively.
- Ability to interpret laws, rules, and regulations relative to the department.
- Ability to formulate plans, procedures, and controls.
- Ability to maintain favorable public relations.
- Ability to communicate effectively with others, both orally and in writing in both Spanish and English.
- Ability to organize and coordinate the work of others.
- Experience in handling budgets and seeking out additional funds as needed.
- Must have a valid Texas driver's License.
- Must have a bachelor's degree.
- Minimum of two (2) years program management experience.
- Must be bi-lingual in English and Spanish (written and spoken).

**Compensation and Benefits:**

Salary is commensurate with experience.

- Base Salary - \$50,000 to \$55,000.
- Bonus – Up to 10% of salary (based on production goals met).
- 100% of premium for health, vision and dental benefits paid by cdc.
- 401K retirement plan (no match required)
- Short term disability insurance
- 11 paid holidays

- Vacation - based on length of service
- 10 personal days annually

To apply submit resume, cover letter to: [cescalera@cdcb.org](mailto:cescalera@cdcb.org)

**cdcb IS AN EQUAL OPPORTUNITY EMPLOYER**