



PROGRAM MANAGER - COMMUNITY CAPITAL

PURPOSE OF ROLE

The Program Manager for Community Capital oversees a portfolio of CVCF's programmatic work, bringing the ability to implement high quality programs and projects effectively, and the subject matter expertise necessary to inform strategy and maintain trusted relationships with community partners.

DRIVE is a large Collective Impact Initiative that was made from a collection of 14 different programs. These are broken into 3 focus areas; Neighborhood Development, Community Capital, and Human Capital, each linking together to reach our ultimate goal of inclusive economic prosperity. In overseeing a programmatic area of focus, the Program Manager for Community Capital is responsible both for the implementation of current programs, and for efforts to grow CVCF's work in response to the needs of communities, partners, and CVCF's own mission and strategic plan.

AREAS OF RESPONSIBILITY

This position serves as the project manager for CVCF's community-based job creation, economic development, and capital absorption portfolio. The portfolio includes a variety of **Fresno DRIVE** initiatives designed to strengthen the region's small business ecosystem, particularly BIPOC- and women-owned businesses; develop a "social impact" private sector; and support wealth creation in communities of color. Specifically, the CVCF Program Manager for Community Capital is responsible for coordinating with the following Fresno DRIVE / community initiatives:

- Betting Big on Small Businesses Owned by Women and People of Color;
- Fresno's Impact Economy;
- Next Generation Aviation; and
- Wealth Creation in Communities of Color.

The position also works with other CVCF staff leading economic development initiatives aimed at regional competitiveness and sustainability.

While the precise portfolio of projects and programs is subject to change, the duties common to the work include:

Program Management

- Oversee administration of multiple grant-funded programs and coordinate their respective activities and deliverables with community partners.
- Create detailed work plans and make any revisions necessary based on project performance.
- Ensure required deliverables are accomplished on time, target and budget.
- In collaboration with the Director of Collective Impact, develop and use effective monitoring and evaluation systems to measure, report, and share program activities and outcomes, including sharing stories with stakeholders across various media.
- In collaboration with other team members, plan monthly budgets and monitor actual expenditures against budgets.
- Scope and manage agreements with grantees, external consultants and vendors.
- Initiate payment processing, working with other staff to ensure charges are allowable, allocable and reasonable. Follow up to ensure errors are corrected.



- Ensure timely, accurate narrative and financial reporting to funders, including drafting and reviewing interim and final narrative grant reports, and coordinating with colleagues on submission of reports.
- Coordinate with CVCF management to ensure timely and effective communication with funders.
- Support the organization by maintaining knowledge management systems, ensuring project files are kept up to date in a consistent manner.

CVCF Teamwork

- Work with CVCF management to understand and define internal objectives for managed projects.
- Assist in soliciting new funding to support CVCF's programmatic work by providing information from project experience, partner insights, or subject matter expertise.
- Participate in and lead the development of new programmatic initiatives.
- Participate in developing best practices, sharing resources, and ongoing training.
- Other duties as assigned, as part of the agile and hardworking CVCF team.
- ***Actively engage with other DRIVE Program Managers in developing collaborative models that link each of our DRIVE initiatives.***

Representation and External Engagement

- Identify, build and manage collaborative partnerships with the community, donors, local governments and other stakeholders.
- Hold regular check-ins with project stakeholders and grantees to ensure their vision for collaboration with CVCF is being met, and solicit their overall input on program performance.
- Communicate effectively to ensure overall project targets and funder requirements are met.
- Facilitate both virtual and in-person partnership meetings as needed.

BEHAVIORS

- ***Accountability:*** Holds self-accountable for making decisions, managing resources efficiently, achieving and role-modelling CVCF values
- ***Ambition:*** Sets ambitious and challenging goals for themselves, takes responsibility for their own personal development and encourages others to do the same.
- ***Collaboration:*** Builds and maintains effective relationships, with their team, colleagues, and external partners and supporters. Values diversity, sees it as a source of competitive strength. Approachable, good listener, easy to talk to.
- ***Integrity:*** Honest, encourages openness and transparency.

SKILLS AND ABILITIES

- Effective communication to ensure overall project targets and donor requirements are met
- Proficiency with email, word processing, and calendar software
- Ability to creatively write project narratives, blogs, sections of grants and other aspects of our work that requires written information.



- Ability to dress in a business professional manner
- Ability to solve problems and make procedural decisions
- Excellent use of spoken and written English (abilities in other languages are also highly valued)
- Ability to efficiently reach meetings and events throughout the Fresno metropolitan area
- Ability to work evenings on occasion

EDUCATION

- Bachelor's degree required; graduate degree preferred

WORKING EXPERIENCE

- Either:
 - At least 5 years of experience in the position's program area of responsibility, which may be partially offset by an advanced degree in a related field of study; or
 - At least 3 years of experience in program management and administration, financial management, award contractual compliance, sub-award management, and tracking project performance and costs via specific funding streams.
- Demonstrated passion for inclusive community and economic development, such as micro-enterprise, small business and entrepreneurship support; business recruitment; and/or impact investing.
- Demonstrated experience in the timely implementation of program activities, successfully fulfilling performance objectives, and reporting to external funders.
- Demonstrated ability to manage, motivate, mentor and direct key stakeholders while creating a positive team environment.
- Ability to present results and products to donors, funders, board members, and other key stakeholders.
- Commitment to the values, mission, and policies of CVCF.

COMPENSATION

- Salary Range \$69,888-\$97,843
- Opportunities for future increases based on performance, comparable salaries for the work and position, and available budget from project-based funding sources
- Competitive benefits including 11 holidays, medical, dental, vision, life insurance, retirement plan contribution, flexible spending account, and employee assistance program

TO APPLY:

Send cover letter and resume to Heather Brown, Chief Operating Officer, at heather@centralvalleycf.org. Please no telephone inquiries.

Candidates with diverse backgrounds and experiences are encouraged to apply.