

Job Description: Assets Program: Community Wealth Program Manager

Reports to: General Manager – San Jose California

This is a management level position (exempt). This position is full time (1.0 FTE) \$40,000.00 per year. An excellent position for banking and/or financial services professional.

Responsibilities:

1. Manage the implementation and maintenance of the Family Assets Program including quality control procedures, participants' enrollment and training, savings and matching accounts, tracking and development of partnerships.
2. Develop and implement financial plans for individuals and businesses utilizing knowledge of business and tax strategies.
3. Meet with clients to determine assets, liabilities, cash flow and financial objectives.
4. Analyze clients' financial status; develops financial plans based on analysis of data, and discusses options with client.
5. Organize activities of all Program related training, including homeownership seminars and counseling, asset development specific training, advanced financial workshops and Saver's Clubs.
6. Recruit community members to attend homeownership seminars.
7. Assist Community Outreach Director with implementation of media and print materials for Asset Building Program.
8. Support recruitment of volunteers for Asset Building Program.
9. Enhancement, design and implementation of data collection and reporting systems for Program and ensure quality control.
10. Produce monthly reports describing Program progress, analysis of savers' behavior and other related implementation matters.
11. Work closely with Program participants, monitoring their progress, regularly assessing their technical assistance needs, and working closely with other client managers to help participants achieve their Program goals.
12. Network with other Asset Development Programs and professional groups such as realtors and IDA providers to maintain knowledge of best policies and practices in the asset development field.
13. Provide reporting to Program funders on project progress and use of funds as needed.
14. Supports grant writing and other fundraising activities to support the growth and sustainability of the Program.
15. Provide one-on-one technical business assistance and counseling to clients.
16. Represent AnewAmerica in community events as needed.
17. Bilingual ability in Spanish & English and/or Vietnamese & English is desired.

To Apply: Please submit resume with salary history and cover letter to:

Community Wealth Program Manager
Attention: Ms. Larena Burno
AnewAmerica Community Corporation
1918 University Avenue, Ste. 3A
Berkeley, CA 94704

Or email to: lburno@anewamerica.org

Position open until filled. AnewAmerica is an Equal Opportunity Employer. People of color and women are encouraged to apply.