



Chief Executive Officer of *Our Neighborhoods Capital Fund* Job Posting

National CAPACD seeks a full-time Chief Executive Officer to lead its emerging CDFI, the *Our Neighborhoods Capital Fund*, that will leverage and deploy capital to meet the community development needs of low-income Asian American and Pacific Islander neighborhoods.

The National Coalition for Asian Pacific American Community Development (National CAPACD) advances equity and creates vibrant, healthy neighborhoods by mobilizing and strengthening a powerful coalition of Asian American, Native Hawaiian, and Pacific Islander (AA and NHPI) community-based organizations working in low-income communities.

National CAPACD's staff are committed to a culture of inclusion, respect, integrity, learning, performance, accountability, collaboration, and celebration. *Inclusion* is both a commitment to diversity and *respect* for our differences. An organization built on *integrity* represents mutual trust, honesty, openness, and freedom from judgment in our work together. We are also a *learning* organization – everyone has something to offer and each of us has something to learn. Setting a high standard of *performance* means quality results, getting the job done, and doing the right things in the right way while being *accountable* to ourselves, our communities, and our supporters through transparency and absolute dedication to all of our values. Lastly, we value *collaboration* within the organization and with our coalition members, and we always leave room for *celebration* in our work.

National CAPACD has established an emerging Community Development Financial Institution (CDFI), the *Our Neighborhoods Capital Fund (ONCF)*, with the goal of achieving an inclusive economy with fair, equitable access to capital for all, and preserving Asian American and Pacific Islander (AA and PI) historic and cultural districts as drivers of local economies. The *Our Neighborhoods Capital Fund (ONCF)* will deepen National CAPACD's impact in local communities by providing capital for real estate development in AA and PI communities to prevent displacement and ensure that low- and moderate-income individuals, businesses, and non-profits can remain in their communities of choice.

The *ONCF* will be led by a Chief Executive Officer (CEO) who has a demonstrated track record of driving growth and impact, an entrepreneurial mindset, and has shown a deep commitment to equity and community-centered approaches to programming.

The position will be hired and employed by National CAPACD until the entity has achieved certification from the US Department of Treasury as a CDFI. The CEO will be responsible for implementing the CDFI's business plan—designing, operationalizing, and adapting strategies to grow the entity's operations and impact. The role will provide strategic vision, management and strict financial oversight. This position will be responsible for setting up operations for the new entity, the hiring of additional staff, staff training, fundraising, development of a strong loan portfolio, and oversight of compliance and risk mitigation activities.

This is an exempt, full-time position based remotely in the United States. The position reports directly to National CAPACD's CEO who is also the *ONCF*'s Board Chair. For the duration of their term as an employee of National CAPACD, the CEO of *ONCF* will join National CAPACD's Management

NATIONAL COALITION FOR ASIAN PACIFIC AMERICAN COMMUNITY DEVELOPMENT
Chief Executive Officer of *Our Neighborhoods Capital Fund* Job Posting

Team to ensure mission alignment and effective coordination between the two entities and ensure operational success.

Roles and Responsibilities Include:

- Contribute to and implement the strategic vision of the *ONCF* in partnership with the leadership of National CAPACD and the *ONCF* Board of Directors, towards creating an inclusive economy with fair, equitable access to capital;
- Implement the inaugural goals and financial objectives as set forth by the strategic business plan approved by National CAPACD, and continuously make improvements based on internal learning and market feedback;
- Lead in fundraising efforts that secure new sources of revenue for the *ONCF*;
- Build, lead, and manage a lending and technical assistance team that advances the organization's mission and maintains its economic sustainability;
- Direct lending and client technical assistance activities;
- Oversee budgets, systems, process, and policies, and ensure activities comply with legal, financial, and regulatory requirements;
- Provide oversight in the areas of risk management and financial transactions;
- Coordinate and collaborate with National CAPACD finance staff to manage finance and accounting functions, as well as the annual audit;
- Conduct business analyses, monitor key financial metrics, and compile appropriate data for effective monitoring, analyzing, forecasting, and reporting;
- Serve as an external spokesperson and representative of the *ONCF* to external partners, funders, investors, elected officials, and community stakeholders;
- Establish and drive a culture of growth, collaboration, and innovation.

Other Functions and Responsibilities:

- Serve as a member of the National CAPACD leadership team, working in collaboration with staff and functions across the organization;
- Participate in National CAPACD-sponsored opportunities (e.g. bi-annual Building CAPACD Convention) to deepen understanding and relationships with community stakeholders, partners, funders, etc.

Required Qualifications:

- At least 10 years of experience in a leadership role at a financial institution or in community economic development;
- Commitment to National CAPACD's mission and strong command of issues facing low-income, immigrant, Limited English Proficient (LEP), Asian American, Native Hawaiian, and Pacific Islander (AA and NHPI) communities;
- Experience leading with an equity lens in ensuring an innovative approach to access to capital for historically disenfranchised communities;
- Demonstrated experience in advancing strategic partnerships, innovative initiatives;
- Experience with fundraising with diverse sources, including grants, investors, and financial institutions;
- Experience in non-profit financial management, a strong understanding of governance practices, and comprehensive knowledge of financial capital and functioning of capital funding;
- Experience developing and managing budgets, making sound financial decisions, and ensuring compliance with regulatory requirements;

NATIONAL COALITION FOR ASIAN PACIFIC AMERICAN COMMUNITY DEVELOPMENT
Chief Executive Officer of *Our Neighborhoods Capital Fund* Job Posting

- A track record of developing and implementing processes that advance learning and improvements across an organization or team;
- Exceptional written and verbal skills;
- Excellent analytical, problem-solving, and interpersonal skills;
- Team player with demonstrated ability to work well in a small, highly collaborative environment.

Desired Qualifications:

- Experience in a leadership role at a CDFI;
- Experience in real estate development finance.

Essential Physical Requirements:

- As this is primarily a remote position, the person in this position must be able to communicate via phone, including conference and video calls, as well as written communication such as Slack and email;
- This position requires the ability to remain in a stationary position to operate a computer (and other office productivity machinery), and manual dexterity to operate a keyboard, for extended periods of time;
- This position requires the ability to occasionally lift objects weighing up to 10 pounds;
- This position requires the ability to travel domestically with overnight stays. Travel may involve transportation via airplane, car travel, or trains.

Work Environment:

National CAPACD is a primarily remote office environment, with a headquarter office in Washington, DC, and a satellite office in Oakland, CA. You should be prepared to either work from home or at one of our offices.

The CEO of *Our Neighborhoods Capital Fund* must be able to travel domestically with overnight stays, at a minimum of 15% of the time. This position requires the ability to work Monday through Friday, and may require some nights and weekends work when traveling or for events.

Compensation:

The CEO of *Our Neighborhoods Capital Fund* is a full-time, exempt position based remotely in the United States. Annual salary range is \$150,000 - \$180,000, depending on background and experience. National CAPACD is pleased to offer a comprehensive benefits package that includes 100% employer-covered health insurance for employees, 75% employer-covered health insurance for eligible family members, basic life and long-term disability, and paid parental leave. In addition, we offer 15 days accrued annual vacation at the start of employment, 7 days accrued annual sick leave, monthly wellness leave days, 403(b) retirement fund with employer match, 3-month sabbatical leave upon completion of 7 years of continuous employment, 14 holidays plus the week between Christmas and New Year's off.

COVID-19 Note:

To center the safety and well-being of our employees, National CAPACD is a 100% COVID-19 vaccinated workplace. Proof of vaccination will be required upon acceptance of a job offer. Job applicants with religious and disability-related objections will be given reasonable accommodations.

NATIONAL COALITION FOR ASIAN PACIFIC AMERICAN COMMUNITY DEVELOPMENT
Chief Executive Officer of *Our Neighborhoods Capital Fund* Job Posting

To Apply:

Applications will be accepted until the position is filled. Please upload your resume and cover letter to our talent portal: <https://nationalcapacd.org/opportunities/ceo-of-our-neighborhoods-capital-fund>. In your cover letter, please describe why you'd like to work at National CAPACD, your qualifications for the position, and your experience and/or interest in serving AA and NHPI communities. **Only complete applications will be considered.**

At this time, National CAPACD is regrettably not able to offer employment to candidates who are not authorized to work without Visa sponsorship.

National CAPACD is an Equal Opportunity Employer. People of color, members of the LGBTQ community, people with disabilities, and women are strongly encouraged to apply. Accommodations for applicants may be available upon request. No calls, please.

12/4/2023