

CDCB-Corpus Christi

Program Manger

CDCB-Corpus Christi is looking for a Program Manager to be responsible for organizing set-up and future management and oversight of CDCB's new operations in Corpus Christi. (CDCB) is a private, 501(c) (3) non-profit community housing development organization . Founded in 1974, CDCB has been providing safe, sanitary affordable housing for the past 45 years. CDCB is now expanding operations to the Corpus Christi area. CDCB is one of the largest non-profit producers of single-family housing for homeownership in the State of Texas.

The position is tasked with the new office set-up, forming and management of new organizational relationships, developing Corpus Christi focused programs, future staffing, and creating/managing long term organizational goals. This position is also charged with program budgets, operating plans and participating in program funding proposals. In order to be successful in this role, you will need to have prior experience in both program management and team management. A Bachelor's degree is required. See more information about CDCB at www.cdcbrownsville.org.

Program Manager Responsibilities

- Organizing programs and activities in accordance with mission and goals of CDCB.
- Developing new programs to support the strategic direction of the organization.
- Creating and managing long-term goals.
- Developing a budget and operating plan for the program.
- Developing an evaluation method to assess program strengths and identify areas for improvement.
- Participating in funding proposals to guarantee uninterrupted delivery of services.
- Recruiting, interviewing and managing a new and diverse array of talented and responsible team members.
- Setting up and managing day-to-day operations of a new office.
- Ability to be a self-starter, possibly working alone during the first year of operations.
- Ensuring goals are met in areas including customer satisfaction, safety, quality and team member performance.
- Ability to work with clients to gather information in a timely manner.
- Implementing and managing changes and interventions to ensure project goals are achieved.
- Meeting stakeholders to make communication easy and transparent regarding project issues and decisions on services.
- Producing accurate and timely reporting of program status.
- Analyzing program risks.
- Working closely with CDCB Counseling, Lending and Marketing teams.

Program Manager Requirements

- Bachelor degree or master degree in business or related field.
- Proven experience in program management.
- Proven stakeholder management skills.
- Proven experience recruiting and managing a team.
- Experience using computers for a variety of tasks.
- Competency in Microsoft and Google applications.
- Understanding of project management.
- Belief that affordable housing is not only possible but a right of all individuals.

Send resume, writing sample and references to:

CDCB

901 E. Levee St.

Brownsville, Texas 78520

C/O - Kristine Saldana, Administrative Assistant

or

ksaldana@cdcb.org

subject: CDCB-Corpus Christi, Program Manager