The Mission of NAYA Family Center is “…to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.

Position Description

Position: Community Wealth Building Manager
Department/Program: Community Development
Compensation: $85,000 to $90,000/year
Benefits: Medical, dental, vision and life insurance and flexible spending accounts. 401K retirement plan and match up to 6%. 14 paid holidays, sick and vacation accrual with vacation accrual increasing with tenure.

Employment Status: Regular, Full-Time, Exempt
Hours: General working hours are 9 am to 6 pm with a one-hour lunch break. Occasional evening and weekend work is required. After training and onboarding, working from home on Mondays and Fridays is acceptable.

Supervises: Financial Wellness Coordinator, Homeownership Counselors, SW Washington Homeownership Coordinator, Home Repair Coordinator, Individual Development Account Coordinator
Reports To: Interim Community Development Director
Job Location: 5135 NE Columbia Blvd, Portland, OR
Created/Revised: February 2024

Position Description

The Community Wealth Building Manager will oversee a portfolio of NAYA programs that support Native community members’ goals of self-determination and asset building. This role oversees a team of six employees that provide financial wellness coaching, homeownership counseling, individual development accounts (IDA), a matched savings program, and home repair services. This role will manage funding from Portland Housing Bureau, Oregon Housing and Community Services and others. We’re looking for an experienced manager who can provide leadership to people and programs.

Essential Functions

- Lead a team of six community development professionals and their programs which include Financial Wellness, Homeownership, Home Repair, and Individual Development Accounts (IDAs).
- Hire and train new team members when it is time for your programs to grow.
- Develop new programs to support the Native community’s goals of self-determination and asset building.
- Promote your team’s programs to prospective clients, partners, funders, volunteers, and other stakeholders.
- Write and manage grants.
- Carefully and closely manage budgets.
- Integrate culturally relevant practices into your team’s programs.
- Partner with homeownership professionals, financial institutions, state and county agencies and other nonprofits to reach shared goals.
- Develop and implement annual work plans for each program, including milestones and deliverables.
NAYA Family Center | Position Description: **Community Wealth Building Manager**

- Manage your team’s CRM and databases, namely HubSpot, Outcome Tracker, Service Point and Efforts to Outcome (ETO).
- Use data to write reports, help measure effectiveness of your programs and make improvements.

**Additional NAYA Youth and Family Center Duties**
- Understand and adhere to confidentiality.
- Coordinate wraparound services effectively with other NAYA Family Center programs and staff.
- Work as an active member of the Community Development team.
- Participate actively in cross-departmental team projects.
- Other duties as assigned by the Community Development Director.

**Qualifications**

**Experience**
- Four years of experience in community or economic development. Ideally you have experience providing financial or related advising to clients with income limitations.
- Experience managing a team of direct reports for at least two years.
- Work or lived experience in the Native community, or commitment to learn Native history and the unique strengths and challenges of Urban Natives.

**Certifications/Credentials**
- HUD Counseling Certification preferred, or ability to certify within first six months of being hired.

**Skills**
- You are an excellent coach for those who report to you. You are adept at providing positive as well as constructive feedback. You aren’t afraid to have difficult conversations because you know that problems don’t go away without dialogue.
- You enjoy writing and know that it is a powerful tool for convening people, obtaining funding, and launching programs.
- You are an exceptional project manager. You always have a plan, and you always meet your deadlines. You are skilled at helping your team members to meet their deadlines, too.
- You are known for bringing order to your team’s work. You are a systems thinker and are always devising ways to get the work done more efficiently and with fewer errors.
- It’s easy and enjoyable to attend community events and celebrations. You know that showing up and authentically connecting with others is essential to your work.
- You are self-aware. You listen well and center others. You are generally OK making mistakes and taking responsibility for them.
- You don’t hesitate to roll up your sleeves and pitch in, even when it’s not your job.

**Work Location**
The Community Wealth Building team works in the office Tuesday through Thursday, with the option to work from home on Mondays and Fridays. Working from home on Mondays and Fridays is not guaranteed, however, depending on each week’s work.

**Physical Requirements**
- Required to sit for extended periods of time in meetings and at a desk.
- Occasionally lift up to 20 pounds.
- Reasonable accommodations may be made to enable an employee to perform the essential functions.

**Travel for Work**
This position works primarily in the Portland metro area but is also responsible for the new SW Washington Homeownership Program in Vancouver, WA. Typically, you will use your personal vehicle and be reimbursed for mileage, although sometimes a NAYA vehicle can be used for local travel.

**Safety Considerations**
There are no safety considerations outside those associated with a typical office role.

**Driving Record and Criminal History**
1. Valid Oregon or Washington driver’s license and ability to be insured under NAYA’s liability insurance policy, i.e. no more than one major driving violation in the last three years.
2. Successful completion of a background investigation, including a fingerprint criminal history check. See a list of disqualifying convictions [here](#).

**To Apply**
Email a resume and cover letter to [NAYA@ArrowTalentGroup.com](mailto:NAYA@ArrowTalentGroup.com). If you need accommodation during the application process, please note this in your email.