



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We believe that delivering effective programs requires support staff that has the same passion and commitment as those who provide direct services. We expect our administrative staff to be respectful, flexible, and driven to achieve their personal and professional goals. We endeavor to be an employer of choice and are looking for candidates who will make an immediate and lasting contribution. We have been serving our diverse community for more than 45 years, and if you are passionate about using your skills and experiences to support our mission, we'd like to meet you.

Community Economic Development Manager (Full-time, Exempt)

Unit: Community Economic Development Services (CEDS)

Reports To: CEDS Director

Posting Date: 08/03/2023

Salary: \$68,000- \$75,000 annually DOE

Positions Available: 1

Summary: The CED Manager is responsible for implementation, including development, staff supervision and contract administration of various economic development programs. The CED Manager is a position and works under the direction of the Community Economic Development Services Assistant Director. The CED Manager is responsible for implementation of programs and services identified and developed by the Community Economic Development Services Assistant Director. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year.

Duties/ Responsibilities

- Leading Financial Capability Services:
 - Lead the development and implementation of all financial capability services, including Financial Education and Asset Building, Consumer Advocacy Programs, and the Small Business Development Program.
 - Manage all financial capability service programs at KYCC, including financial coaching, asset building and utility assistance.
 - Manage FamilySource Center adult outcomes, such as increasing household income, emergency assistance, benefits and other outcomes.
 - Recruit, train, and supervise all staff.
 - Manage the collection of collaborative member reports and billing.
 - Handle the timely payments and invoicing to and from collaborative members.
 - Maintain records of payments from funder.
- Building collaborations and partnerships:
 - Continue building existing and seeking collaborations— such as Alliance for Economic Inclusion, Prosperity Now, Korean American Small Business Program, API Small Business Collaborative, etc.
 - Seeking out opportunities to further KYCC's expertise and reputation in Financial Education and Asset Building, Small Business Development, and other capability programs; and
 - Participating in Regional and National conferences and coalitions to build the capacity of programs and services.
- Organizational development:
 - Leverage existing KYCC programs and services to improve client outcomes; work collaboratively with other KYCC divisions, leadership, and staff to increase collaborations and leveraged services.
 - Attend and participate in Managers and Coordinators meetings.
 - Lead CED Unit Meetings.
 - Assist development and implementation of organizational plans.
- Other duties as assigned by the CEDS Director.



Qualifications (All applicants MUST meet the qualifications):

- Bachelor's Degree in: Community Economic Development, Economics, Business Administration or other-related field from an accredited College or University.
 - OR an AA degree in Business or Administration with at least ten (10) years of experience.
- Demonstrable knowledge and skill in non- profit Community Economic Development, specifically in financial capability, tax services and affordable housing.
- Minimum of 3 years of experience in supervising staff.
- Bilingual capacity (Spanish/ Korean and English).
- Ability to organize and prepare documentation in a timely manner.
- Possess initiative, flexibility, and the ability to work under pressure- without direct supervision.
- Demonstrable working knowledge of the use and operation of personal computers.
- Strong interpersonal, organizational, written and communication skills.
- Strong commitment to working with a multicultural community.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- A valid California Driver's License, personal vehicle, and proof of insurance.
- Proof of passing a TB test.
- Proof of eligibility to work in the United States.

SUBMIT AN APPLICATION