

Sr. Program Manager, CDFI Programs

CAMEO is searching for a Full-Time, Exempt, Sr. Program Manager, CDFI Programs who will drive programs, services, resources, and training to support Community Development Financial Institution (CDFI) microlenders and small business lenders in California and around the country to support its mission of helping grow a thriving ecosystem of support for underserved entrepreneurs. Do you support local economies driven by local small business owners? Do you understand the power of business ownership to lift families and help them thrive and reach their version of the American Dream? If so, we are looking for a Full-Time Senior Program Manager to manage our CDFI programs and expand impact.

CAMEO is a network made up of over 400 organizations, agencies, and individuals dedicated to furthering microbusiness development in California and across the country. A subset of the organizations in the network consists of mission based CDFI microlenders and small business lenders. We have 35 CDFIs in California and support the growth of CDFIs in more than states. Annually, CAMEO members serve about 200,000 very small businesses with training, business and credit assistance and loans. These firms – largely start-ups with less than five employees – support or create 300,000 new jobs and generate a total of \$15 billion in economic activity.

Reporting to the VP, Strategic Initiatives and CDFI Incubator Director and serving as an integral member of the program team, the Sr. Program Manager, CDFI Programs will be responsible for contributing to the development and implementation of the organization's programmatic goals to scale the impact of CDFI microlenders and small business lenders who are helping low-income and BIPOC entrepreneurs start and grow successful businesses. This position has no direct reports. This is an outstanding opportunity for a passionate community finance professional to join a fast paced and growing mission-driven organization that prioritizes work/life balance of its team members.

Compensation: \$75,000 - \$90,000, depending on skills and experience

Work Environment: This is a fully remote position that will require light travel a few times per year.

Responsibilities

Program Development

- Program development of the CDFI Incubator and National CDFI Academy in collaboration with the VP, Strategic Initiatives and CDFI Incubator Director
- Event and program planning at all stages including preparation, logistics, marketing, execution, and facilitation, ensuring milestones and deadlines are successfully met
- Manage administrative and logistical support and coordination for meetings, programs, and events (online and in-person) including presentation and collateral development
- Provide day-to-day coordination and project management of programs
- Coordinate with trainers and outside vendors as necessary
- Develop processes for tracking and maintaining records of participants in all CAMEO trainings and events
- Oversee program evaluation and tracking
- Ensure digital program files are well organized, current, and maintained
- Contribute to grant applications and reports
- Contribute to the development of program budgets
- Responsible for monthly activities report on outcomes and progress
- Collaborate on curriculum development for training for CDFI staff
- Represent CAMEO at CDFI related meetings and events
- Communicate social media and website ideas to amplify our programs to our communications staff

Impact Fund

- Support the VP, Strategic Initiatives and CDFI Incubator Director in a priority area of building the Impact Fund, a fund from which we make loans to emerging CDFIs in California to deploy as lending capital to low-income and BIPOC entrepreneurs
- Support CAMEO's efforts to obtain CDFI certification for our lending activities
- Conduct marketing and outreach of the Fund to our members, help interested lenders apply to CAMEO for a loan, obtain application documents, analyze the documents, and create credit memos
- Provide post loan support to borrowers and obtain ongoing reports and data from them
- Update portfolio and loan loss reserve reports

Membership Outreach

- Assist with recruitment of new CDFI members, and recruit CDFIs to join our programs and training which range from webinars to year-long cohort model programs. This includes orienting them the various programs, training, classes, loans and resources we provide
- Provide excellent customer service to external and internal stakeholders
- Foster a culture of inclusion, belonging, trust, effective communication, collaboration, and overall excellence

Administrative Support

- Proofread and edit documents
- As we are a growing staff, all staff are expected to do a certain amount of their own administrative support that includes digitally filing their documents, making travel arrangements, organizing phone/zoom calls, etc.

Competencies

- Understanding what CDFIs are and anticipating their needs
- Commitment to the mission and vision of CAMEO
- Versatile and resourceful with a committed work ethic
- Ability to manage concurrent priorities and projects with thorough follow-through
- Solid organizational and planning skills
- Ability to think through and create/follow timelines and communicate status of projects
- Ability to think strategically
- Motivated and enthusiastic, with the ability to 'own' projects but able to ask for assistance when needed
- Comfortable with working in a collaborative environment, as part of a team, as well as independently
- Strong computer skills: Experience with databases (Salesforce a plus), Microsoft Office Suite (Word, Excel, PowerPoint), and mass mailing coordination (mail merge). Knowledge of Adobe Photoshop, Illustrator and InDesign a plus. CAMEO uses programs like Calendly, Zoom, Gmail, Box, Asana, LearnWorlds, Eventbrite
- Extremely strong attention to detail and professional presentation skills
- Clear and effective written and verbal communication

Required Education and Experience

- Bachelor's Degree in business preferred
- A minimum of 7 years work experience in a program management capacity
- Experience with nonprofit finance and in the Community Development Financial Institution (CDFI) industry highly preferred
- Experience with lending, entrepreneurship, microfinance, social enterprise, program development and evaluation, and/or small business a plus
- Strong writing, financial, and analytical experience required
- Strong presentation communication skills required
- Strong interpersonal skills and a high degree of self-awareness with a flexible growth mindset will support a strong culture
- Experience working with and on a remote team a plus
- A strong willingness to learn about microbusiness and microfinance
- Successful candidates must be proficient in Microsoft Office, Google Workspaces, Asana, Zoom, and have the ability to learn new software quickly

Our Benefits

- Health Insurance Benefits include Kaiser HMO, Anthem PPO, Delta Dental & VSP Vision
- Approximately 9 paid company holidays plus Christmas week off
- PTO Policy: 16 - 20 accrued vacation days based on tenure
- Full Time, Exempt employees generally work 35-hour work weeks
- Retirement Plan 403B and Company Match of 4%

CAMEO is an Equal Opportunity Employer. Diversity and inclusion are deeply held values of CAMEO and we are committed to creating a welcoming environment for all employees. We provide equal employment opportunities for all applicants and employees where all employment decisions are made without regard to race, gender, religion, citizenship, disability, marital

status or any other status protected by the laws where we operate. Our culture is representative of a supportive team with shared values that make CAMEO a great place to work.

To Apply

Please send a resume and a cover letter to careers@CAMEOnetwork.org with "Sr. Program Manager, CDFI Programs Job Opening" in the subject line.