



Community Development Financial Institution (CDFI) Program Manager and Training Specialist, Chicago Market

Job Title: CDFI Program Manager and Training Specialist

Department: Program Team

Reports to: Director, CDFI Programs

Status: Exempt

Job Summary:

CDFI Program Manager and Training Specialist, will lead the implementation of its CDFI Incubator Expansion initiative in the state of Illinois with a focus on the Chicago region. This grant-funded role will also oversee the delivery of in-person and virtually delivered industry-specific training programs and capacity building efforts to support mission-based microlenders serving BIPOC and low-income entrepreneurs in underserved communities.

The Program Manager and Training Specialist will play a pivotal role in advancing CAMEO Network's mission to grow a thriving ecosystem for underserved entrepreneurs by delivering high-quality training, fostering local partnerships, and supporting the creation and expansion of patient, affordable, mission-driven lending products. Through this initiative, the Program Manager and Training Specialist, with support from CAMEO Network's CDFI Program team, will lead efforts to develop and facilitate culturally competent training, enhance professional networks, and provide ongoing market feedback to the CAMEO Network leadership team for future market expansion opportunities.

This position combines project management, partner and community engagement, and training expertise with a strong training background, preferably with experience in technical assistance to small business entrepreneurs, along with demonstrated success in project management within CDFI or CDC organizations that provide loans or ongoing technical assistance to BIPOC and low-income small business owners. The Program Manager and Training Specialist will ensure program compliance with grant requirements, contribute to reporting and evaluation processes, and drive on the ground impactful outcomes for Chicago's diverse entrepreneurial ecosystem. The ideal candidate will bring a professional demeanor, excellent customer service, entrepreneurial mindset, and analytical skills.

CAMEO Network is made up of over 400 member organizations, agencies, and individuals dedicated to furthering microbusiness development across the country. A subset of the organizations in the network consists of mission-based CDFI microlenders and small business lenders. We have provided training to emerging and certified CDFIs and mission-based lenders in 49 states and 2 U.S. territories. Annually, CAMEO Network 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.

The person in this role will report directly to the Director, CDFI Programs and will work with the Chief Program Officer as an integral member of the CDFI program team. This position has no direct employee reports. This is an outstanding opportunity for a passionate community engagement professional to join a fast paced and growing mission-driven organization that prioritizes work-life balance of its team members.



Program Responsibilities

- Program development and delivery of the CDFI Incubator Expansion initiative in Illinois, with a particular focus on the Chicago MSA, ensuring participants are engaged and learning outcomes are achieved.
- Collaborate with the full CDFI Team, which is building out programs nationwide, to align training content and delivery with organizational goals.
- Plan, prepare, and facilitate events and programs at all stages, including logistics, marketing, outreach, execution, and follow-up, ensuring milestones and deadlines are successfully met.
- Continually navigate and assess the landscape of CDFIs and mission-based microlenders in Illinois, particularly in Chicago, to tailor training and program offerings effectively.
- Provide direct training to CDFI and mission-based microlenders at participating organizations, ensuring concepts are clearly communicated and practical skills are developed.
- 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.
- Identify and coordinate third-party trainers, guest speakers, and outside vendors to deliver specialized topics requiring external expertise as necessary.
- Maintain processes for tracking and maintaining records of participants in all CAMEO Network trainings and events.
- Oversee program evaluation, ensuring feedback informs future trainings.
- 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 Network at CDFI related meetings and events.
- Communicate social media and website ideas to amplify our programs to our communications staff.

Administrative Responsibilities

- Schedule, plan, and facilitate virtual and in-person meetings with CDFI and mission-based microlending organizations, community stakeholders, and partners, including local government and corporate representatives.
- Perform necessary administrative tasks, such as digitally filing documents, making travel arrangements, and organizing calls or virtual meetings.
- Draft and manage any potential Memorandum of Understanding and any subsequent amendment, ensuring circulation, signatures, and follow-ups with member organizations.
- Coordinate any potential annual stipends to each participating CDFI through CAMEO Network's finance department.
- Draft interim and final reports for funders, summarizing program achievements and outcomes.



Competencies

- Strong understanding of mission-based microlending organizations and CDFIs and the ability to know their training and development needs, especially those who are located in and serve communities throughout Chicago and the state of Illinois.
- Skilled and engaging trainer with the ability to deliver content effectively in-person and virtually while creating a collaborative learning environment.
- Comfortable working with diverse stakeholders and bringing in external experts for specialized training topics.
- Commitment to the mission and vision of CAMEO.
- Versatile and resourceful with a committed work ethic.
- A relationship builder who enjoys CDFIs to get started, grow, and thrive creating impacts in the community.
- Ability to manage concurrent priorities and projects with thorough follow-through.
- Exceptional organizational, planning, and project management skills, with the ability to handle multiple priorities simultaneously.
- 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 or 5-7 years of direct professional work experience in lieu of degree.
- Minimum of 5 years of experience in the CDFI industry in microlending/small business lending and project management.
- Proven experience as an engaging trainer, both in-person and virtually, with a track record of effective program delivery.
- Experience 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 and engaging trainer both at events in-person and delivered virtually over zoom.
- 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 that supports a strong culture.
- Experience working with and on a remote team a plus.
- A strong willingness to continue to learn new trends and best practices in the microbusiness, microfinance, and CDFI space.
- Successful candidates must be proficient in Microsoft Office, Google Workspaces, Asana, Zoom, and can learn new software quickly.



Work Environment: This is a remote position that requires some in-person meetings, events and training in Illinois. The selected candidate must be based in and actively work within the market they represent, ensuring a strong local presence and engagement in the Chicago area.

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 per year based on tenure
- Full Time, Exempt employees generally work 35-hour work weeks
- Retirement Plan 403B and Company Match of 4%

Compensation: \$60,000 to \$75,000 depending on experience

CAMEO Network is an Equal Opportunity Employer. Diversity and inclusion are deeply held values of CAMEO Network 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 Network a great place to work.

To Apply

Please click this [link](#) to apply.