Immediate Opening
Asset-Building Manager

Monument Impact (MI) is seeking an experienced and exceptional bilingual leader (English/Spanish) with a strong background in workforce development and asset-building to fill the position of Asset-Building Manager for a dynamic social justice organization serving the immigrant and refugee community in Concord, CA, and East Contra Costa County.

About Monument Impact
Since 2001, Monument Impact has worked with the Monument community of Concord to address immigrants’ barriers to economic advancement. Our mission is to ensure that immigrants, refugees and low-income residents in Concord and surrounding communities have the voice, tools and relationships for an equitable share of the social and economic wealth in our region. To meet our mission, we integrate our direct services in workforce development, healthy community, and immigration services with community organizing, leadership development and advocacy.

Position Summary
Building on two decades of achievement, the Asset-Building Manager is responsible for effective planning and implementation of MI’s current workforce programs: Technology for Success, Employment Readiness Program (CalWORKS), Employment Placement, Emerging Business Support, and Day Labor Program. This position reports to the Program Director and has four direct reports.

Program management and development:

- Creating new initiatives to increase opportunities for underserved populations to build their economic mobility; ensuring programmatic compliance; and managing program goals and objectives.
- Staff management and development: Includes management of department hiring; cultivating professional growth and leadership among staff; employee engagement and support.
- Fund and partnership development: Includes monitoring industry trends in workforce development/asset-building as well as governmental funding priorities at the local, state, and federal levels; pursuing funding opportunities with internal and external stakeholders; overseeing the creation of funding proposals and RFP responses; providing timely reports to funders as required; representing the agency at community events and in other public spaces; and building relationships with partner organizations, agencies and community members.
- Working with the Program Director, develop and implement department policies, protocols, and practices and, and in partnership with other Program Managers, develop integration practices with other programs.
- Serving as a member of MI’s management team, leadership responsibilities include status reporting (progress towards program goals & objectives, opportunities, and risks); participation in the development and implementation of policies and practices of the agency; and perform other duties as assigned.
• Regularly perform evaluation of program structure, services and overall effectiveness, make ongoing improvements in consultation with other staff and partners.
• Provide input for developing program budgets and manage budgets during the year.
• Develop and maintain relationships with organizations in the local community.

Experience
• At least four years successful experience designing, implementing and managing employment and training programs for low-income community members with at least three years of direct supervision of staff
• Demonstrated ability to think strategically and possess a solid understanding of effective strategies to help individuals obtain employment and overcome barriers to learning new skills and financial independence
• Experience with tracking program outcomes; identifying funding opportunities; reporting to funders
• Track record of flexibility. Ability to react and adapt quickly to unexpected changes, to anticipate problems, provide creative solutions, and meet deadlines in challenging situations and with multicultural teams.
• Cultural responsiveness in your work, actions that are in alignment with Monument Impact’s mission and values, and a commitment to equity and inclusion

Skills:
• Must be Bilingual (English/Spanish)
• Demonstrated commitment to racial and economic equity
• Exceptional relationship-builder with superior communication and interpersonal skills: articulate and tactful oral and written communication skills
• Capable of effectively presenting information and speaking in public forums
• Experience in multicultural settings is essential
• Highly motivated, hard-working and well-organized.
• Commitment to excellence
• PC operation and proficiency using internet-based applications and MS Office 365 is required; familiarity with using CRM software (Salesforce) other electronic database/data entry systems is highly desirable
• This position requires occasional travel to meetings; if the employee opts to meet these travel requirements by driving, proof of a valid and current driver license and current auto insurance are required

Education:
Bachelor’s Degree is preferred. Equivalent experience will be considered.

Hours: This is a full-time, exempt position

Salary and Benefits
This is a full-time, exempt position. Salary range is $60,000-$70,000 depending on experience. Our competitive benefits package includes medical, dental and vision insurance; life insurance; and 11 paid holidays and vacation. All employment at Monument Impact is ‘at-will’.
Application Process and Deadline
Qualified applicants should submit a resume and cover letter detailing your interest in this position to info@monumentimpact.org with the Subject Line: Asset-Building Manager

Preference will be given to applications received by December 31, 2021. Position is open until filled.

Monument Impact is an Equal Opportunity Employer/Affirmative Action Employer that values diversity of culture, thought and lived experience. Women, people of color and LGBTQI+ people are strongly encouraged to apply.