**Project Manager, National CDFI Veteran Collaborative**

**Position Location: Austin, TX**

**Start Date: Immediately**

**Company Background**

PeopleFund creates economic opportunity and financial stability for underserved people by providing access to capital, education and resources to build healthy small businesses. PeopleFund believes that healthy small business growth is the key to economic recovery and development and that every person, no matter their background or economic situation, has the ability to become a successful entrepreneur and job creator given access to resources they need. Our goal is to give people the opportunity to turn their talents into a sustainable livelihood and achieve financial stability for themselves and their families. We inspire, educate, fund, and elevate clients on the path to prosperity and the American Dream.

**Position Description**

PeopleFund, on behalf of the National Community Development Financial Institution (CDFI) Veteran Collaborative (PeopleFund, Main Street Launch, Carolina Small Business Loan Fund), is recruiting a Project Manager. The Project Manager will be lead team member responsible for coordinating and managing the expansion of the Collaborative, responsible for outreach, communications, marketing, and network building. Reports directly to PeopleFund’s President & CEO.

The Project Manager will facilitate, support, and document regular communication among Collaborative stakeholders. These will include quarterly conference calls and annual meetings at Opportunity Finance Network (OFN) annual conference. The Project Manager will disseminate best practices, and articulate the benefits and opportunities for the CDFI industry to work with veteran owned small businesses. The Project Manager will also coordinate inter-institutional efforts among Collaborative stakeholders, and help identify opportunities for mutual support.

The Project Manager will help identify and screen prospective CDFI management teams and generate interest in the program, to broaden the geographic footprint of the Collaborative. The Project Manager will develop a playbook that introduces prospective members to veteran small business lending, highlight the benefits of membership in the Collaborative, and identify the tools and strategies to successful work with veterans.

Working with Collaborative stakeholders, the Project Manager will support the marketing and communications strategy for the Collaborative. The Project Manager will monitor and report out on Collaborative member veteran related PR, web activity, events, and represent the Collaborate at conferences, industry gatherings, and various government agencies.

The Project Manager will travel and build networks among veteran training and service organizations in priority states to acquire new Collaborative members.

The Project Manager will support Collaborative members in borrower acquisition, particularly with CDFIs less experienced working with veterans, to assure that members have a pipeline of qualified borrowers. The Project Manager will also monitor small business lending products, assess market and sector risks, and identify training and technical services for veteran entrepreneurs.

**Preferred Background & Experience**

Military veteran strongly preferred with commitment to support military veteran business owners. Demonstrated project management and communications expertise. Familiar with non-profit CDFIs and small business lending to veteran business owners. Track record of facilitating groups, managing multiple deliverables, marketing and building networks. DD214 with honorable discharge required. Bachelor’s Degree required. Master’s Degree preferred.

**Compensation**

Salary base $65,000 DOE and benefit options available include paid time off, medical, vision & dental, 401k match, life insurance, and HSA, FSA, and DC FSA for qualifying plans and expenses. Grant funded position with three-year term and possibility of extension.

**How to Apply**

Upload a cover letter, resume, and salary requirements at peoplefund.org/employment. **No phone calls please**. PeopleFund will contact qualified applicants for interviews. PeopleFund is an equal employment opportunity employer that functions under an Affirmative Action Plan.