

Position Specification



Director of Housing & Community Development
Community Development Finance Authority
Concord, NH

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COMPANY OVERVIEW

The Community Development Finance Authority (CDFA) is the financial engine that drives community economic development across New Hampshire. Created in 1983, CDFA has more than 35 years of experience effectively deploying technical and financial resources to help Granite State communities thrive. The impact is seen in revitalized downtowns, high-quality childcare facilities, renovated housing, clean energy projects, business expansion to provide jobs, and a healthy and vibrant nonprofit sector.

With its focus on building the capacity of New Hampshire communities to be strong, resilient, vibrant places through investments in people, institutions and systems, CDFA invests an average of \$15 million of financial resources on an annual basis. This includes the competitive deployment of grants, loans, and New Hampshire state tax credit equity to support nonprofits, municipalities, and businesses. In State Fiscal Year 2019, CDFA infused more than \$16 million into New Hampshire communities, supported 80 projects and initiatives across the state, and engaged 189 business donors. With the support of business, nonprofit, and municipal partners, the CDFA plans to increase investment to an average of \$20 million per year by 2022

DIRECTOR OF HOUSING & COMMUNITY DEVELOPMENT

The Director of Housing and Community Development will serve as the top Housing and Community Development staff reporting to the Executive Director. Primary functions include managing existing and future CDFA Housing and Community Development programs under the CDBG program, seeking to improve the reach and use of these programs, working with partner agencies to maximize and leverage development resources, and finding creative and innovative solutions. This position is primarily responsible for understanding the business and government environment around housing and community development in NH and conducting regular and productive outreach and coordination with CDFA partner agencies on the state and local level, and with communities statewide.

ESSENTIAL RESPONSIBILITIES

1. Responsibilities as Housing and Community Development “expert” and point of contact:

- Act as Housing and Community Development “expert” and provide timely and effective response to the express needs of potential applicants, applicants, grantees, the general public, and internal staff.
- Manage the creation of the HUD annual Action Plan and 5-year Consolidated Plan including the public participation process. Ensure communication of goals with staff and board to allow transferability of goals to all CDFA programs.
- Responsibility for CDFA Housing and Community Development programs, including establishing process order and deadlines, monitoring of critical information such as impact and project deadlines, eligibility, funding changes and reporting.

- Collect, review, enter and/or transmit and provide preliminary approval of required grant documentation. Has ultimate responsibility for securing required information and for its completeness and accuracy, ensuring compliance with internal standards and external regulations.
- Manage contracts for approved Housing and Community Development projects. Ensure that required documents are collected and reviewed on time and meet standards. Review and approve requests for disbursements in accordance with rules, regulations, and CDFA finance standards.
- Prepare and present written and oral analysis and recommendation for decision-making boards or committees. Provide timely and accurate information for management and the Board of Directors/committees as needed. Conduct and report on required and periodic project monitoring. Manage contract amendments as needed.
- Conduct regular and productive outreach and coordination with CDFA partner agencies on the state and local level, working to maximize and leverage housing and community development resources throughout NH.
- Manage the Community Development Advisory Committee with the Executive Director.

2. Responsibilities within Program Management team:

- Perform analysis of applications for funding/financing, including organizational capacity, community development purpose, assessment of financial viability, impact of proposed project, and relative scoring. Conduct site visits. Determine if projects are eligible for funding based upon established criteria. Research alternate funding/financing sources and make recommendations as appropriate.
- Establish strong working relationships with other members of the program management team and other internal departments to ensure responsive, efficient, and effective management of CDFA resources for benefit of grantees and stakeholders.
- Represent CDFA to external stakeholders in CDFA hosted workshops, community gatherings, and other public events. Work with CDFA communications staff as needed to promote projects and activities.
- Maintain strong and current professional knowledge of housing and community development challenges, opportunities, and instruments, in general and as specifically related to NH. Through interaction with grantees and other external stakeholders, identify community development financing and technical assistance needs to which CDFA might provide a solution.
- Other duties related to portfolio management and the CDFA operations as requested.

KNOWLEDGE & SKILLS

- Bachelor's degree in related field and a minimum of 10 years relevant work experience, or an equivalent combination of education and experience.
- Experience in a position of responsibility working with Federal and/or State grants.
- Strong analytical skills, including ability to analyze financial statements.
- Excellent oral and written communication skills; ability to construct professional business communications.
- Ability to speak with confidence and clarity, and make professional presentations to a varied group of stakeholders.
- Excellent interpersonal and customer service skills, including problem solving and an approachable style.
- Ability to work independently and in a team environment.
- Ability to multitask, meet critical deadlines, and operate under pressure for rapid turnaround.
- Proficient in Microsoft Office products, email, and other technology.
- Ability to periodically travel statewide. Possess a valid driver's license and a working vehicle with proof of insurance coverage.

ABOUT SMITH & WILKINSON

Founded in 1998, Smith & Wilkinson is one of the premier executive search and leadership consulting organizations in the country. It specializes in search and talent acquisition for board members, C-suite executives, line of business leaders, and skilled individual contributors for companies in all stages of growth and development. Smith & Wilkinson also offers consulting services, including executive leadership coaching, employee assessment, and succession planning solutions. Industries served include community and economic development organizations, nonprofits, banking, credit unions, insurance, fintech and insurtech, wealth management, and civil and environmental engineering. For more information, visit www.smithandwilkinson.com.

CONTACT

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