



TITLE: Compliance & Data Manager

REPORTS TO: Data Capacity Builder

FLSA STATUS: Exempt

[NH Community Development Finance Authority](#) (CDFA) supports the development of vibrant, resilient communities by providing financial resources to municipalities and nonprofits for activities that include but are not limited to affordable housing, job creation and retention, and community economic development projects. Specifically, CDFA manages the New Hampshire Community Development Tax Credit program, the federal Community Development Block Grant program, and Clean Energy programs.

Position Summary: The Compliance & Data Manager supports implementation of the SBA Community Navigator Pilot Program (CNPP), working closely with the CNPP Project Director and Program Manager. Responsibilities include implementation of an SBA-approved data-management system for the CNPP, customer service and problem solving for representatives of CNPP “Spoke” organizations and Community Partners, oversight/management of SBA compliance obligations, and coordination/collaboration with internal departments for efficient and effective response to customer needs, project success and mission-aligned outcomes.

Examples of Major Responsibilities/Essential Functions:

- Oversee development, implementation and management of a vendor-provided data-management system for the SBA-CNPP and ensure ongoing adherence of CDFA and its partners with regulatory requirements and program criteria for SBA-CNPP
- Design and implementation of training, education and certification to ensure CDFA staff, grantees and partners are in compliance with SBA and CDFA requirements regarding data management and metrics reporting
- Develop and maintain a system for communication and coordination between CDFA and CNPP “Spokes” regarding CNPP data, metrics and compliance
- Provide timely, helpful and effective response to the express needs of SBA-CNPP Spokes, Community Partners, other program stakeholders and internal staff
- Support the SBA-CNPP Program Manager to implement the CNPP Community of Practice, as needed
- Collect, review, enter and/or transmit SBA-CNPP data (collected from Spokes)
- Support management of contracts for Spokes, which includes ensuring that required documents are timely collected, reviewed and meet standards; manage contract amendments as needed
- Review and provide first-level approval of requests for disbursements in accordance with rules, regulations and CDFA finance standards
- Conduct and report on required and periodic project monitoring
- Provide timely and accurate information for use by management and board/committees as needed
- Establish strong working relationship with other members of the SBA-CNPP team and other internal departments to ensure responsive, efficient and effective management of CDFA resources for benefit of grantees and stakeholders
- Perform other duties related to CDFA operations as requested by supervisor

Qualifications and Competencies: Bachelor's degree in related field and at least 3 years of relevant work experience or an equivalent combination of education and experience. Experience working with Department of Housing and Urban Development, Community Development Block Grant Program, Federal and/or State grants is highly desirable.

Competencies

- Strong data-management skills/experience.
- Experience working with Federal and/or state grants.
- Excellent oral and written communication skills.
- Excellent interpersonal and customer service skills, including problem solving.
- Ability to work independently and in a team environment.
- Ability to meet critical deadlines, operate under pressure for rapid turnaround.
- Proficient in Microsoft Office applications.

Equal Opportunity Employer

It is the policy of CDFA not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status. As an Equal Opportunity Employer, CDFA prohibits discrimination and harassment of any kind: CDFA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.

Submit Resume, Cover Letter and References to: Contact@nhcdfa.org

Physical/Mental Requirements and Working Conditions:

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. In order to successfully perform the job, individuals must be able to satisfactorily perform each essential duty. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle or feel objects, tools or controls, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position works in an office, and the noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

- Works in a well-lit and smoke free office.
- Must be able to sit for extended periods.
- Involves periodic repetitive movement associated with keyboarding.
- Able to stoop, bend and move intermittently in order to do filing, move equipment or supplies necessary for job function.
- Requires frequent attention to detail/concentration on figures, paperwork, data, etc.
- Standard work pressures such as meeting deadlines and scheduling requirements.
- Frequent distracting influences such as people, phone calls, or other noise.
- Simultaneous handling of multiple tasks on a frequent basis.