



Position Title: Executive and Marketing Assistant

Reports to: Executive Director

FLSA Status: Hourly \$20 an/hr.

[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 Executive and Marketing Assistant provides general administrative support to the Executive Director (ED), including scheduling, communication and document preparation and distribution. The Executive and Marketing Assistant shall support the ED and CDFA senior management in the research and creation of reports, documents and presentation materials.

Major Responsibilities/Essential Functions

- Coordinates and manages the Executive Director's internal and external calendar and communications
- Facilitates timely document flow to/from internal and external sources and ensures optimum quality of work product
- Works with colleagues to conduct research and create management reports and documents, including presentation materials for Senior Management
- Creates or records and maintains corporate records
- Coordinates staff work to develop/update policies and procedures
- Retains ultimate responsibility for documentation and communication of policies and procedures
- Assist in the organizing and execution of in-person and virtual events
- Compose and post online content on the company's website and social media accounts
- Write and edit content for different platforms such as social media, website, and press releases
- Assist in the development of marketing materials and collateral
- Other duties as assigned

Qualifications and Competencies

Associates' degree in related field and at least 3 years of relevant work experience or an equivalent combination of education and experience.

Competencies

- Excellent interpersonal and customer service skills, including problem solving and an approachable style.
- Professional appearance, presentation, attitude and overall demeanor.
- Ability to work independently and in a team environment.

- Ability to multitask, meet critical deadlines, and operate under pressure for rapid turnaround.
- Proficient in basic office technology.
- Ability to periodically travel statewide.
- Possess a valid NH license and working vehicle with proof of insurance coverage.
- Strong analytical skills, including ability to analyze financial statements.
- 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.
- Occasional travel required.
- Frequently requires extended workdays.
- 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.