



**TITLE:** Data & Compliance Specialist

**REPORTS TO:** Data Capacity Builder

**FLSA STATUS:** Part-time Temporary (20 hours/week) or Contract  
\$23-28 an hour based on experience or \$2,000 monthly contract

[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 Data & Compliance Specialist supports implementation of the SBA Community Navigator Pilot Program (CNPP) as a member of the CNPP Team, working closely with the CNPP Project Director and Program Manager. Key function is to implement and manage the client-data-management system for the CNPP and related customer-service and problem-solving for CDFA staff and CNPP program partners (Spokes). The position is funded through December 2023.

- **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 implement training and education programs, protocols and activities to ensure CDFA staff, grantees and partners are in compliance with SBA and CDFA requirements regarding CNPP client data management
- Maintain and implement a system for communication and coordination between CDFA and CNPP Spokes organizations regarding CNPP client data
- Provide timely, helpful and effective response to the CNPP client-data needs of Spokes and CDFA staff
- Fully implement the data reporting and analysis capabilities of the Center IC client data management platform; develop and produce analytical reports for use by the CDFA CNPP Team
- Collect, review, enter and/or transmit SBA-CNPP data to SBA at appropriate intervals
- Provide first-level claim and compliance review of required SBA-CNPP quarterly submissions to CDFA by Spokes, pursuant to Spoke contracts and the CNPP Implementation Guide
- 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 data and grant-management systems 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 data/CRM systems and spreadsheets

#### **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 race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, physical or mental disability, pregnancy, genetic information, citizenship, military status, or any other additional classification or category of individuals protected by state or federal law. 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](mailto: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.