



**TITLE:** Director of Economic Development

**REPORTS TO:** Executive Director

**FLSA STATUS:** Exempt

### **Position Summary**

The New Hampshire Community Development Finance Authority (CDFFA) seeks a new Director of Economic Development. The successful candidate will be a thoughtful and innovative leader with a passion for identifying, fostering, and elevating successful economic and community development efforts. Based in Concord, NH, this is a hybrid position with a responsibility for projects throughout the Granite State.

Reporting to the Executive Director, the Director of Economic Development serves as the most senior Economic Development staff member. Primary responsibilities include managing existing CDFFA small-business support programs, improving the impact of these programs, working with partner agencies to maximize and leverage economic development resources, and developing creative and innovative solutions to challenges. The Director establishes the framework and strategy of the organization's small-business support programs, identifies growth opportunities, and advances equity considerations in project evaluation. The Director regularly provides technical assistance in the areas of finance, economic development strategy, and planning to improve the economic development ecosystems and help projects to succeed.

### **Responsibilities**

#### **1. Small-Business Support**

- Provide overall leadership and process management for CDFFA small-business-support initiatives, including CDBG-Microenterprise, CDBG-Business TA and Community Navigator programs, including annual program planning, funding changes, process order and deadlines, application review, applicant training, reporting, etc.
- Engage with partners to maintain current understanding of the small-business support and financing ecosystem and align CDFFA programs to meet current and emerging needs, with a particular focus on underserved communities and small businesses.
- Prepare and present written and oral analysis and recommendations for decision-making boards or committees. Provide timely and accurate information for management and BOD/committees as needed. Conduct and report on required and periodic project monitoring. Manage contract amendments as needed.
- Collect, review, enter and/or transmit and provide final 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.
- Conduct regular and productive outreach and coordination with CDFFA partner agencies on the state and local level, working to maximize and leverage resources.

#### **2. Financial Review and Underwriting**

- Oversee CDFFA's underwriting and financial review processes, including financial review policy, required application documents, and process management.

- Conduct appropriate financial review and organizational risk assessment for all non-loan applicants; and detailed underwriting of all nonprofit and municipal loan applicants (Clean Energy, Predevelopment, Bridge and other Loan products).
- Coordinate with other funders/financial partners on joint financial review/analysis where appropriate.

### 3. Economic Development Expert

- Serve as Economic Development “expert” within the team; provide timely and effective response to the express needs of internal staff, potential applicants, applicants, grantees and the general public.
- Maintain strong and current professional knowledge of community development challenges, opportunities, and instruments, in general and as specifically related to small-business support and economic development in NH. Through interaction with grantees and other external stakeholders, identify community development financing and technical assistance needs to which CDFA might provide a solution.
- Provide expertise on how to advance our economic development programming through the lens of equitable and community-driven economic development.
- 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.

### 4. Program management

- Perform analysis of applications for funding/financing, including organizational capacity, community development purpose, impact of proposed project, and relative scoring. Conduct sites 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 team and other internal departments to ensure responsive, efficient and effective management of CDFA resources for benefit of grantees and stakeholders.
- Assist in new program development, as appropriate.
- Other duties related to portfolio management and the CDFA operations as requested.

### **Qualifications and Competencies**

- Bachelor’s degree in related field and a minimum of 10 years’ relevant work experience, or an equivalent combination of education and experience.
- Specific experience in financial underwriting, including analysis of financial documents, assessment of financial risk, use of ratios and other standard financial tools. Business loan underwriting experience preferred.
- Experience in a position of responsibility implementing Federal and/or State funding programs.
- Experience with supporting partners and stakeholders in advancing equitable approaches to economic and small business development.
- Strong analytical and process-management skills.
- Excellent oral and written communication skills; ability to construct professional business communications, including letters, memos, email, Powerpoint presentations, etc.
- 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.

- Experience supporting organizational goals around Diversity, Equity and Inclusion.
- Ability to work independently and in a team environment.
- Ability to multi-task, meet critical deadlines, and operate under pressure for rapid turnaround.
- Ability to periodically travel statewide.

### **Salary and Benefits**

The salary range for this position is \$70,000 to \$90,000, based on relevant experience. CDFA employees have access to excellent benefits, including health, dental, vision, and life insurance. CDFA offers a flexible work environment with an opportunity for a hybrid schedule that includes working remotely and at CDFA's Concord office.

### **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.

### **To Apply**

Interested applicants should send a cover letter and resume 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 well-lit, 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.