



TITLE: Community Development Manager

REPORTS TO: Director of Community Facilities

FLSA STATUS: Exempt – Temporary
Grant funded for 2-years

[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 Community Development Manager acts as primary relationship manager for funding/financing applicants and managers of approved Community Center Investment Program projects. Responsibilities include customer service and problem solving for external stakeholders, and coordination and collaboration with internal departments for efficient and effective response to customer needs, oversight/management of compliance and project success and mission aligned outcomes. In addition, the Community Development Manager may have supervisory duties and responsibility for management of grant making, contract process, construction and close out. Based in Concord, NH, this is a hybrid position with responsibility for projects throughout the Granite State.

Community centers provide opportunities for residents to be active, to interact with each other, and to receive essential services. Community Centers are inclusive and foster a culture of health and wellbeing in the communities they serve. New Hampshire's Community Centers are in a public building or facilities owned by a private nonprofit. Community Centers often have limited financial resources, and investments in physical infrastructure will support their viability for decades to come.

Responsibilities

The Manager shall be responsible for managing a portfolio of community center grantees and other projects. The Manager will:

- Provides timely, helpful and effective response to the express needs of potential applicants, applicants, grantees, the general public and internal staff.
- Performs analysis of applications for funding/financing, including organizational capacity, community development purpose, assessment of financial viability, impact of proposed project, relative scoring and conducts sites visits. Determines if projects are eligible for funding and/or problem solves on how alternate funding/financing might work.

- Prepares and presents written and oral analysis and recommendation for decision-making boards or committees.
- Collects, reviews, enters and/or transmits and provides preliminary approval of required grant documentation. Has ultimate responsibility for securing needed information and for the completeness and accuracy to ensure compliance with internal standards and external regulations.
- Manages contract for approved projects, which includes ensuring that required documents (agreements, loan documents, liens, and Federal construction requirements, such as procurement, bid reviews and wage compliance, outcomes reporting, as examples) are collected and reviewed timely and meet standards.
- Reviews and approves requests for disbursements in accordance with rules, regulations and CDFA finance standards.
- Conducts and reports on required and periodic project monitoring. Manages contract amendments as needed.
- Provides timely and accurate information for management and board/committees as needed.
- Takes process management and administrative responsibility for assigned functional area. This assignment includes establishing process order and deadlines, monitoring of critical information such as compliance deadlines, funding changes and reporting.
- Establishes strong working relationship with other members of the project management team and other internal departments to ensure responsive, efficient and effective management of CDFA resources for benefit of grantees and stakeholders.
- Represents CDFA to external stakeholders in CDFA hosted workshops, community gatherings and other public events. Works with CDFA communications staff as needed to promote projects and activities.
- Maintains a strong and up-to-date professional knowledge of community development challenges, opportunities, instruments in general and as specifically relates to New Hampshire. Through interaction with grantees and other external stakeholders, identifies community development financing and technical assistance needs to which CDFA might provide a solution.
- Performs other duties related to project management and CDFA operations as requested by supervisor.

Qualifications

Bachelor's degree in related field and at least 5 years of relevant work experience or an equivalent combination of education and experience. Experience working with Federal and/or State grants is required.

Competencies

- 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.

Salary and Benefits

The salary range for this position is \$ \$55,000-\$70,000, 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.

Note on Grant Support

While this is a two-year, grant-funded position, CDFA will make an effort to retain the successful candidate beyond the grant period, subject to employee performance and available funding.

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. The deadline to apply for this position is Friday, February 3rd, 2023, at 4 pm.

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.

About CDFFA

Based in Concord, the Community Development Finance Authority is the financial engine that drives community economic development across New Hampshire. Created in 1983, we have more than 35 years of experience effectively deploying technical and financial resources to help Granite State communities thrive.