



TITLE: **Contract Manager – Community Facilities**

REPORTS TO: **Director of Community Facilities**

FLSA STATUS: **Non-Exempt – Temporary**
Grant funded for two 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

If you have paralegal and contract experience, and an interest in helping New Hampshire children, seniors, and other residents, the [New Hampshire Community Development Finance Authority](#) (CDFA) is seeking a project-based Contract Manager to support its new Community Center Investment Program. The successful candidate will contribute to a two-year, \$20 million program to expand and improve New Hampshire's community centers.

The Contract Manager – Community Facilities will work as part of the newly created Community Facilities team, and alongside general contract and finance staff. The position is responsible for the development, management, and processing of internal and external award contracts. This position requires excellent organization skills, attention to detail, and the ability to meet internal and external deadlines. The Contract Manager utilizes customer service skills to establish and maintain effective working relationships with CDFA staff, public officials, nonprofit constituents, and other stakeholders. The Contract Manager reports to the Director of Community Facilities.

Based in Concord, CDFA offers an optional hybrid workplace, giving employees the opportunity to work remotely and from our recently renovated office, steps from Concord's Main Street shops and restaurants. CDFA offers free parking and generous benefits.

Responsibilities

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

- Serves as contracts expert and point-person on three-member Community Facilities Team.
- Drafts, refines, executes, and modifies contracts with Community Center Investment Program funding recipients, while providing general contracting expertise to the organization.
- Performs administrative and organizational threshold reviews on Community Center Investment Program grant applications to ensure compliance with applicable state and federal rules and CDFA's policies and practices.

- Provides and receives peer-to-peer support and backup on all CDFA grant and loan program documents, to ensure documents are approved in a timely, official, and legally compliant manner.
- Provides quality customer support to internal and external parties, including but not limited to using CDFA's electronic Grants Management System (GMS).
- Sets up and maintains CDFA electronic files and GMS award files from time of application approval through final award closeout, including but not limited to document uploads, and corresponding with grantees.
- Assists in the development of grantee and other external constituent instructional materials as requested.
- Provides backup support for Community Development Block Grant system project activity set up and closeout processes.
- Remains up to date on current state and federal requirements and incorporates into legal documents and informational packets.
- Works with Community Facilities Program team to establish work plans and deadlines.
- Works alongside the CDFA Asset Team on areas of mutual interest.
- Develops and refines periodic reports to the Director of Community Facilities, Chief Financial Officer, and other leadership.
- Performs other duties as assigned.

Qualifications and Competencies:

- Associate degree or equivalent work experience required.
- Paralegal and contract experience required
- Loan contract and documentation knowledge strongly desired.
- Ideally five years' experience in contract management and administration or a related position with similar responsibilities.
- Strong writing and computer experience, including Microsoft Word, Excel, and Outlook.
- Ability to work accurately, efficiently, and in a timely manner.
- Ability to work independently and exercise judgment, following and refining protocols.
- Demonstrated organization and prioritization skills.
- Experience and comfort providing clear communication and support to internal and external stakeholders.
- An interest in helping New Hampshire communities and improving community centers is welcome.

Salary and Benefits

The salary range for this position is \$55,000 to \$65,000, 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, working remotely and from our recently renovated office, steps from Concord's Main Street shops and restaurants.

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. 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.
- 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.
- 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.

About CDFA

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.