



**TITLE:** Director of Community Facilities

**REPORTS TO:** Executive Director

**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. In 2023, CDFA will be introducing a new two-year program, the Community Center Investment Program.

### **Position Summary**

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

Reporting to the Executive Director, the Director of Community Facilities oversees the Community Center Investment Program (CCIP). The CCIP will support community centers by enabling investments in equipment, capital infrastructure, and other costs as they adapt to the effects of the COVID-19 health crisis and continued provision of essential services in communities throughout the State of New Hampshire. Primary responsibilities include developing and implementing the CCIP. The Director will work with partner agencies to maximize and leverage program resources, using creative and innovative approaches to address program development. The Director establishes the framework and strategy for community center investments and directs the program's implementation. The Director regularly provides technical assistance to grantees in the areas of finance, strategy, and planning to help projects succeed.

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 Director shall be responsible for developing and implementing a competitive grant program, which allocates resources to beneficiaries for rehabilitation, expansion, or construction of community centers. The Director will:

- Act as Community Facility expert, providing timely and effective responses to the expressed needs of potential applicants, applicants, grantees, the general public and internal staff.
- Administer/Oversee the development of a statewide community facilities needs assessment, participate in public engagements, and develop program guidance that includes public participation.
- Solicit, hire and manage consultants to advance program evaluation/outcomes measurement and ensure communication of program goals with staff and board to allow transferability of goals to all CDFA programs.
- Manage the Community Center Investment Program: Establish processes, deadlines and eligibility, monitor critical information and funding changes and reporting requirements. Collect, review, enter and/or transmit and provide preliminary approval of required grant documentation. The Director has ultimate responsibility for securing required information and for its completeness and accuracy, ensuring compliance with internal standards and external regulations.
- Manage staff that develop and process contracts for approved Community Center projects. Ensure that required documents are collected and reviewed on time and meet standards. Review and approve requests for disbursements in accordance with rules, regulations and CDFA finance standards.
- Solicit, hire, and manage a team of application reviewers which likely includes internal staff and external consultants. Perform analysis of applications for funding/financing based on organizational capacity, community development purpose, impact of proposed project, and relative scoring. Conduct site visits to proposed project locations. Determine if projects are eligible for funding based upon established criteria. Research alternate funding/financing sources and make recommendations as appropriate.
- Conduct appropriate financial review and organizational risk assessment for applicants and detailed underwriting of all nonprofit and municipal loan applicants. Coordinate with other funders/financial partners on joint financial review/analysis where appropriate.
- Prepare and present written and oral analysis and recommendation 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.
- Conduct regular outreach and coordination with CDFA partner agencies on the state and local level, working to maximize and leverage community facility resources throughout NH.
- 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.
- Other duties related to program 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 program design, analysis and partnership development.

- Experience in a position of responsibility implementing Federal and/or State funding programs.
- Experience with supporting partners and stakeholders in advancing equitable approaches to public infrastructure 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.

### **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](mailto:contact@nhcdfa.org). The deadline to apply for this position is Friday, February 3<sup>rd</sup>, 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 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.