



TITLE: Economic Development Program Administrator

REPORTS TO: Director of Economic Development

FLSA STATUS: Exempt

[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 Economic Development Program Administrator works with the Director to establish, promote, and support economic development funding opportunities for nonprofits and municipalities throughout NH. The Program Administrator acts as the primary coordinator for data collection and reporting in CDFA's grant management system and federal Department of Housing and Urban Development (HUD) data systems. Responsibilities also include customer service and problem solving for external stakeholders, 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 Economic Development Program Administrator has responsibility for project management of contract process, grant implementation, and close out.

Salary Range: \$41,600 - \$62,400

Examples of Major Responsibilities/Essential Functions:

- Takes a lead role in collecting and inputting data in multiple databases, including CDFA's grant management system and federal HUD systems.
- Provides timely, helpful, and effective response to the express needs of potential applicants, applicants, grantees, the general public and internal staff.
- Works under the Director to assist with analysis of applications for funding/financing, including organizational capacity, community economic development purpose, assessment of financial viability, impact of proposed project, relative scoring and conducts sites visits.
- 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 (sub recipient agreements, loan documents, liens, and Federal construction requirements, such as procurement, bid reviews and wage compliance, outcomes reporting) 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 project monitoring. Manages contract amendments as needed.

- Takes process management responsibility for assigned functional area(s), including the tax credit program or CDBG, for example. This assignment includes establishing process order and deadlines, monitoring of critical information such as compliance deadlines, funding changes and reporting.
- Assist in all Clean Energy programs with prospect tracking and follow-up, small grant program eligibility, obtaining grant and loan applicant documentation.
- Implement and manage economic development programs, including CDBG microenterprise program, and funding opportunities including process order, applications and deadlines helping to ensure compliance with internal standards and external regulations. Potential project and applicant communications regarding deadlines and requirements.
- Assist in the outreach and engagement in local communities to share funding opportunities and support economic development project development.
- Assist in the Community Economic Development (CED) Tax Credit Capacity Building program by coordinating awardee capacity training resources and programming. Establishes strong working relationship with other members of the community development team and other internal departments to ensure responsive, efficient, and effective management of CDFA resources for benefit of grantees and stakeholders.
- Performs other duties related to community development team and CDFA operations as requested by supervisor.

Qualifications and Competencies: Bachelor's degree in related field (i.e., Geography, policy, community planning, public administration) and at least 5 years of relevant work experience or an equivalent combination of education and experience. Experience working with Department of Housing and Urban Development, Community Development Block Grant Program, Federal and/or State grants is preferred but not required.

Competencies

- Problem solving skills, including idea generation, follow through and communication.
- 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.

Equal Opportunity Employer

It is the policy of CDFA not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status. 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.

Commitment to Diversity, Equity, and Inclusion

CDFA recently updated our [living strategic plan](#), and we have confirmed our organizational commitment to diversity, equity, and inclusion. We are seeking candidates with experience in equitable and community-driven approaches to community economic development to advance this work.

Submit Resume, Cover Letter and References to: 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.