



TITLE: Program Administrator - Community Centers

REPORTS TO: Director of Community Development

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 Program Administrator works as part of a team and with the Director to support the establishment of new community centers and rehabilitation of existing community centers for nonprofits and municipalities throughout NH. Funding for the Community Center Investment Program is federally funded from the American Rescue Plan Act State Fiscal Relief Funds. In coordination with the Governor's Office for Emergency Relief and Recovery (GOFERR), CDFA is responsible for awarding and administering \$20M in support of the Community Center Investment Program through 2025.

The Program Administrator will act as the external liaison and primary source of contact for external stakeholders. Responsibilities include customer service and problem solving to ensure awarded projects remain timely and within the stated budget. Coordination and collaboration with internal departments for efficient and effective response to customer needs, and oversight/management of compliance and project success. In addition, the Program Administrator will oversee the contract process, grant implementation, reporting, and project close out.

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

Examples of Major Responsibilities/Essential Functions:

- Provides timely, helpful, and effective response to the express needs of Community Center Investment Program applicants, award recipients, and internal staff.
- Manages contract for approved projects, which includes ensuring that required documents (loan and grant documents, and Federal construction requirements, such as procurement, bid reviews and outcomes reporting) are collected and reviewed timely and meet standards.
- Reviews and approves requests for disbursements in accordance with GOFERR's guidance.
- Conducts and reports on required project monitoring.
- Implements and manages deadlines helping to ensure compliance with internal standards and external regulations. Communications regarding deadlines and requirements.
- Performs other duties related to community development team and CDFA operations as requested by supervisor.

Qualifications and Competencies: Bachelor's degree in related field (public administration, business administration, etc.) and 3 years of relevant work experience or an equivalent combination of education and experience, including experience with Federal and/or State grants, which is preferred but not required.

Competencies

- Strong analytical skills
- 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; knowledge of Microsoft Project is a plus but not required.

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 experiences 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.