



**TITLE:** Community Development Administrator

**REPORTS TO:** Director of Community Development

**FLSA STATUS:** Temporary Exempt / Part-time 30 hours per week

[NH Community Development Finance Authority](#) (CDFA) supports the development of vibrant, resilient communities by providing financial and technical resources to municipalities and nonprofits that support activities including affordable housing, jobs creation and retention, and community economic development projects. Specifically, CDFA administers the NH Community Development Tax Credit program, the federal Community Development Block Grants (CDBG) program, Community Center Investment Program, Clean Energy, and other programs.

The Community Development Administrator's primary focus is the Community Center Investment Program for which they work collaboratively with the program's Director and team to support the establishment and rehabilitation of community centers for nonprofits and municipalities across New Hampshire. This work is primarily funded through 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 \$23 million through December 2026.

This role serves as a primary liaison for external stakeholders, providing customer service and problem-solving.

This position serves as a primary point of contact for stakeholder inquiries, provides training on the Grant Management System (GMS), supports contract processes, and coordinates CDFA's presence at events and conferences.

### **Essential Responsibilities**

#### *Program Support*

- Support the Community Center Investment Program as needed.
- Provide administrative support to internal program staff and external stakeholders
- Participate in pre-application meetings and site visits across programs
- Coordinate celebration grants in support of ribbon cuttings and special events for completed projects.
- Manage communications related to program deadlines and requirements.

#### *Outreach & Engagement*

- Serve as a liaison for external stakeholders, providing a welcoming, informative experience for applicants and awardees.

- Represent CDFA at events and conferences; coordinate materials, staffing, setup/breakdown.
- Lead follow-up communication after events and engagements.

#### *Customer Service & Training*

- Deliver timely, high-quality customer support to partners, applicants, awardees, and internal staff.
- Oversee GMS registration for partners and provide training and troubleshooting in coordination with the Data & Compliance Specialist.
- Educate stakeholders on CDFA program requirements, processes, and available resources.

#### *General Support*

Perform additional tasks as required to support CDFA operations and program teams.

### **Qualifications & Competencies**

Associate's degree is strongly desired and/or equivalent combination of education and work experience.

#### **Competencies**

- Strong customer service background preferred.
- Knowledge of administrative functions preferred.
- Project management experience preferred but not required.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and problem-solving abilities.
- Ability to work independently and collaboratively in a fast-paced environment.
- Proven ability to manage deadlines and balance multiple priorities.
- Proficiency in Microsoft Office required; familiarity with Microsoft Project is a plus.

### **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 Access**

CDFA is committed to seeking candidates with experiences in equitable and community-driven approaches to community economic development to advance this work.

### **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. 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 for 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.