



TITLE: Community Development Project Manager
REPORTS TO: Director of Community 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. These resources support activities such as affordable housing, job creation and retention, and community economic development. CDFA administers several programs, including the New Hampshire Community Development Tax Credit Program, the federal Community Development Block Grant Program, and Clean Energy initiatives.

Position Summary

The Project Manager's primary focus is the Rural Community Health Infrastructure Program (RCHIP), working collaboratively with CDFA staff and partners, including the Governor's Office of New Opportunities & Rural Transformational Health (GO-NORTH, municipalities, nonprofits, and healthcare organizations, to advance community-based health infrastructure projects throughout New Hampshire.

This position is responsible for managing awarded projects throughout their lifecycle, from contract execution, implementation, reporting, monitoring, compliance, and closeout. The Project Manager serves as the primary point of contact for assigned projects and ensures that funded initiatives remain on schedule, within budget, and in compliance with all applicable program requirements.

The Project Manager plays a critical role in administering up to approximately \$40 million annually in federal Rural Community Health Infrastructure Program funding through September 2031. This position requires strong project management skills, contract administration experience, stakeholder engagement capabilities, and a commitment to supporting successful community health investments across New Hampshire.

The Project Manager will also contribute to other CDFA initiatives as needed and collaborate across departments to support organizational goals.

Major Responsibilities / Essential Functions

- Serve as project manager for assigned RCHIP projects from award through closeout.
- Develop and maintain project tracking systems, schedules, milestones, and performance measures.
- Monitor project progress to ensure activities are completed on time, within budget, and consistent with approved scopes of work.
- Identify project risks, implementation challenges, and opportunities for corrective action.

- Provide technical assistance and problem-solving support to applicants and award recipients.
- Coordinate and facilitate project meetings, site visits, and stakeholder communications.

Contract Administration

- Manage grant and contract documentation for awarded projects.
- Direct, write and coordinate contract development, execution, amendments, and closeout activities.
- Review project documentation to ensure compliance with federal, state, and program requirements.
- Monitor procurement, bidding, environmental, and other compliance requirements as applicable.
- Maintain complete and accurate project files and records.
- Coordinate with internal staff and external partners regarding compliance monitoring and documentation requirements.

Reporting & Performance Management

- Collect, analyze, and maintain project data related to expenditures, outcomes, milestones, and program performance.
- Review and approve project reporting submissions and supporting documentation.
- Support the preparation of regular program, financial, and performance reports for GO-NORTH and CDFA.
- Track and report on project expenditures, reimbursement requests, and budget performance.
- Develop reporting tools, dashboards, and tracking mechanisms to support program evaluation and decision-making.
- Ensure timely submission of all required reports and performance measures.

Monitoring & Financial Oversight

- Review reimbursement and disbursement requests for completeness, accuracy, and compliance.
- Conduct project monitoring activities and document findings.
- Perform site visits to verify project progress and compliance requirements.
- Track project budgets and expenditures and identify potential funding or implementation concerns.
- Coordinate corrective actions and follow-up activities when compliance issues arise.

Stakeholder Engagement & Program Support

- Participate in outreach, workshops, webinars, and informational meetings for prospective applicants and funded projects.
- Represent CDFA at conferences, meetings, and public events as appropriate.
- Support application review processes, including Letters of Intent, funding applications, and project recommendations.
- Collaborate with CDFA staff across programs to strengthen organizational effectiveness and customer service.
- Assist with development of policies, procedures, and program improvements.
- Perform other duties as assigned.

Qualifications

Bachelor's degree in public administration, business administration, community development, healthcare administration, planning, or a related field and at least three (3) years of progressively responsible experience in project management, grant administration, contract management, community development, public administration, healthcare operations, or a related field; or an equivalent combination of education and experience.

Experience managing federal or state-funded projects, grants, or contracts is strongly preferred.

Experience working with municipalities, nonprofits, healthcare organizations, or community development programs is highly desirable.

The successful applicant must have a valid driver's license and access to a vehicle. Applicants must be legally authorized to work in the United States.

Competencies

- Strong project management skills with demonstrated ability to manage multiple projects simultaneously.
- Experience administering contracts, grants, and compliance requirements.
- Strong analytical and problem-solving abilities.
- Excellent written and verbal communication skills.
- Experience developing reports, performance measures, and project tracking systems.
- Strong organizational skills and attention to detail.
- Ability to interpret program regulations, policies, and guidance.
- Excellent customer service and stakeholder management skills.
- Ability to work independently and collaboratively in a team environment.
- Proven ability to prioritize competing deadlines and manage complex workloads.
- Proficiency in Microsoft Office applications, including Excel, Word, and PowerPoint.
- Experience with project management software and reporting tools preferred.

Salary and Benefits

The salary range for this position is \$65,000 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.

To Apply

Interested applicants should send a cover letter and resume to hr@nhcdfa.org. Applications will be accepted on a rolling basis until the position is filled.

Equal Opportunity Employer

It is the policy of CDFA not to discriminate against any applicant for employment, or any employee because of age, race, creed/religion, color, sex, pregnancy status, sexual orientation, gender identity, physical or mental disability, national origin, marital status, genetic information, veteran status, or any other protected class. 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 experience 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 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.