



Position Title: Director of Tax Credits
Reports to: Executive Director
FLSA Status: Exempt – Full time

[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:

Serve as the top staff for Tax Credit programs. Primary function is to work with CDFA leadership and staff to help develop, expand and maintain all pipelines related to the existing Tax Credit program, and act as lead in defining, reviewing and implementing potential new programs. Lead staff and point of contact for all funders/investors/donors as well as awardees, applicants and potential applicants. Works with CDFA staff to constantly update, improve and publicize all programs, rules and awards.

Major Responsibilities/Essential Functions:

1. Outreach and External Relations

- Outreach to and build partnerships with businesses, donors and business organizations to raise awareness and utilization of the Tax Credits.
- Conduct outreach to and build relationships with prospective applicants through presentations, networking, and one-on-one meetings. Support other CDFA staff in doing the same. Centralize the information for tracking.
- Develop and present webinars providing both broad introductions and detailed application information to applicants and donors.
- Provide timely and effective response to the express needs of all program constituents, including donors, applicants, awardees, the public, and internal colleagues.

2. Review and Award of Tax Credits

- Perform analysis of applications for funding/financing, including organizational capacity, community development purpose, assessment of financial viability, impact of proposed project, and relative scoring. Conduct sites visits. Determine if projects are eligible for funding based upon established criteria. Research alternate funding/financing sources and make recommendations as appropriate.

- Prepare and present written and oral analysis and recommendation for decision-making boards or committees.
- Manage the Investment Review Committee with the Executive Director.

3. Manage Tax Credit Awards

- Collect, review, enter and/or transmit and provide preliminary approval of required grant documentation with support staff. Has ultimate responsibility for securing required information and for its completeness and accuracy, ensuring compliance with internal standards and external regulations.
- Manage contracts for approved projects. Ensure that required documents are collected and reviewed on time and meet standards. Review and approve with support staff requests for disbursements in accordance with rules, regulations, and CDFA finance standards.
- 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.
- Develop and present webinar training(s) on Tax Credit campaigns and Award implementation to Awardees.

4. Program Management

- Responsible for Tax Credit Program processes, including establishing process order and deadlines, and monitoring critical information such as compliance deadlines, funding changes and reporting.
- Establish strong working relationships with other members of the program management team and other internal departments to ensure responsive, efficient and effective management of CDFA resources for benefit of grantees and stakeholders.
- Represent CDFA to external stakeholders in CDFA hosted workshops, community gatherings and other public events. Work with CDFA communications staff as needed to promote projects and activities.
- Maintain strong and current professional knowledge of community development challenges, opportunities, and instruments, in general and as specifically related to tax credit and equity programs in NH. Through interaction with grantees and other external stakeholders, identify community development financing and technical assistance needs to which CDFA might provide a solution.
- Other duties related to program management and 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.
- Experience in a position of responsibility working with Private Philanthropy, Federal and/or State grants.

- Experience with a Tax Credit Program including program management and donor outreach.
- Strong analytical skills, including ability to analyze financial statements.
- Excellent oral and written communication skills; ability to construct professional business communications.
- 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.
- Professional appearance, presentation, attitude and overall demeanor.
- Ability to work independently and in a team environment.
- Ability to multitask, meet critical deadlines, and operate under pressure for rapid turnaround.
- Proficient in Microsoft Office products, email and other technology.
- Ability to periodically travel statewide.
- Possess a valid NH driver's license and a working vehicle with proof of insurance coverage.

Salary and Benefits

The salary range for this position is \$84,000 to \$110,000, 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.

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.

To Apply

Interested applicants should send a cover letter and resume to contact@nhcdfa.org. Applications from all candidates will be reviewed on a rolling basis with priority given to candidates who submit by Friday, May 8, 2026. While internal candidates are currently being considered for this role, we welcome external applicants who meet the qualifications.

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.