



**Position Title:** Executive and Marketing Assistant  
**Reports to:** Director of Communications and Policy  
**FLSA Status:** Hourly \$20/hr.; 37.5 hours per week

[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 Executive and Marketing Assistant provides general administrative support to the Executive Director (ED), Director of Communications and Policy and across the organization. Key areas of focus include scheduling, communication, document preparation (reports, presentations, other materials) and distribution, content creation (social media, marketing materials, press releases, etc.), and event planning/support.

**Major Responsibilities/Essential Functions:**

*Executive Assistant*

Focused on supporting the Executive Director and senior leadership.

- Coordinates and manages the Executive Director's internal and external calendar, including scheduling meetings and coordinating appointments.
- Act as a liaison between Executive Director and internal/external stakeholders.
- Organize travel arrangements including flights and accommodations.
- Works with colleagues to conduct research and create management reports and documents, including presentation materials for Senior Management.
- Facilitates timely document flow to/from internal and external sources and ensures optimum quality of work product.
- Other duties as assigned related to executive-level support.

*Marketing Assistant*

Handles external communications and content creation.

- Develop, schedule and publish social posts for LinkedIn and Facebook.
- Assist in creating marketing materials and content including press releases, case studies, and marketing graphics.
- Help maintain and update CDFA website.
- Organize internal and external events, including registering colleagues for external events, supporting event sponsorship activities, and preparing necessary materials.
- Other duties as assigned related to marketing and outreach.

*Organizational Support*

Supports internal operations, events, and processes.

- Coordinates internal and external meetings for staff; including ordering food, coordinating schedules and invites, working with speakers, preparation for meetings, research and location scouting, staff outings and celebrations (especially when related to branding or public image).
- Assists with calls to the main phone line, data entry, record retention, daily office tasks, and customer service (internal and external).
- Assists Board Manager with responsibilities related to the Board of Directors, including support for Board meeting responsibilities.
- Supports CDFA Committee responsibilities, including recording minutes for CDFA's Committee meetings.
- Supports CDFA teams in advancing organizational priorities.
- Coordinates staff work to develop/update policies and procedures.
- Other duties as assigned related to office management and internal coordination.

### **Qualifications and Competencies**

High school diploma and at least five years of relevant work experience; Associate's degree in related field and at least three years of relevant work experience; Bachelor's degree and at least one year of relevant work experience; or an equivalent combination of education and experience.

### **Competencies**

- Excellent interpersonal and customer service skills, including problem solving, an approachable style and analytical skills.
- 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.
- Possess a valid NH license and working vehicle with proof of insurance coverage.
- Ability to periodically travel statewide.
- Excellent oral and written communication skills.
- Excellent interpersonal and customer service skills, including problem solving.
- Proficient in Microsoft Office applications.

### **Benefits**

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 [contact@nhcdfa.org](mailto:contact@nhcdfa.org). Applications will be reviewed on a rolling basis with priority given to those submitted by Friday, April 17, 2026.

### **Equal Opportunity Employer**

It is the policy of CDFA not to discriminate against any applicant for employment, or any employee because of race, color, religion, sex, national origin, age, marital status, veteran status, sexual orientation, gender identity, physical or mental disability, pregnancy, genetic information, citizenship, military status, or any additional classification or category of individuals protected by state or federal law. 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.

**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.
- Occasional travel required.
- Frequently requires extended workdays.
- 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.