



New Hampshire Community Loan Fund
7 Wall Street, Concord, NH 03301
Phone: (603) 224-6669 | Fax: (603) 225-7425
info@communityloanfund.org
www.communityloanfund.org

Grants Management Coordinator

The organization

The New Hampshire Community Loan Fund, a community development financial institution founded in 1983 and based in Concord, N.H., is nationally recognized as an innovator in the field of community development finance and has a rich history of providing access to capital to achieve home ownership, business growth, climate solutions, sustainable agriculture, childcare, and cooperatives that secure and protect access to affordable housing.

Diversity, equity, and inclusion have always been keys to our success. We are an Equal Opportunity Employer, and our employees are people with different strengths, experiences, and backgrounds who share a passion for improving people's lives.

About the opportunity

In partnership with USDA, the New Hampshire Community Loan Fund is administering grant awards to meat and poultry processors around the country intended to support additional processing capacity while benefiting producers and fostering value chains that support economic, social, and environmental outcomes. Grants range from \$10,000 to \$10,000,000 and include activities such as equipment purchasing, personnel training, facility improvements, and construction that will take place over the next four years.

The Grants Management Coordinator will provide administrative and analytical support in managing up to 75 awards with an emphasis on project budgeting and payments that are compliant with Federal regulation. They will be experienced in reading budgets and spreadsheets, demonstrate strong organizational management, and have some familiarity with Federal grants. Candidates with demonstrated experience in food systems-related work as well as those with a general understanding of the construction process are preferred.

This position can be either hybrid or fully remote with a preference for candidates located in or near New Hampshire.

Salary range starts at \$65,000 with comprehensive benefits.

If this description is a good fit, we would love to hear from you! Please send a resume with cover letter to jobopening@communityloanfund.org.

No phone calls, please.

Equal Opportunity Employer

Visit us at www.communityloanfund.org