



New Hampshire Community Loan Fund
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Federal Compliance and Reporting Specialist

The organization

The New Hampshire Community Loan Fund, a community development financial institution founded in 1983, 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, child care, and cooperatives that secure and protect access to affordable housing.

Diversity, equity, and inclusion have always been integral 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

The Federal Compliance and Reporting Specialist ensures organizational compliance with applicable regulations related to federal grants and contracts and advances data collection, analysis, and reporting for the organization.

The person in this position oversees government grant compliance and interpretation of relevant CFRs (e.g., 2 CFR 200) as well as other related federal and state regulations and legislation. They work with finance and program staff to ensure an accurate, timely, efficient, and transparent process for the entire grant life cycle from proposal to close, including reviewing and producing relevant reports, monitoring grant activity, and post-award management. They review internal policies and recommend changes as needed to maintain compliance with granting agencies' requirements and contribute to the development of grant proposals to ensure accountability throughout the process.

The successful candidate will have a passion for our mission and an enthusiasm for bettering local communities. Knowledge of federal grant processes is required, including but not limited to procurement, Disadvantaged Business Enterprise (DBE), National Environmental Policy Act (NEPA), and Davis-Bacon. Knowledge of climate solution funding is a plus. They will have the ability to interpret granting agency regulations and policies, monitor funded projects to prevent over-expenditure of funds and ineligible expenditures, and ensure awards are fully expended.

We offer a hybrid work plan combining remote work with time in our Concord, NH office.

Salary range starts at \$70,000 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