



Employment Opportunity: Legislative & Federal Affairs Coordinator

Deadline: January 31, 2014

Salary Range: \$30,000 - \$37,000 annually DEQ

Location: Columbus, Ohio

Status: Full-time

The **Council of Development Finance Agencies** (CDFA at www.cdfa.net) seeks a motivated, well-organized and experienced individual to fill the position of **Legislative & Federal Affairs Coordinator**. This position is critical to the continued success of CDFA's grassroots legislative, federal affairs and ongoing policy and advocacy efforts. This is an exciting opportunity for an energetic and enthusiastic person to contribute to a great organization, working to create economic prosperity across the country.

This position is located in Columbus, OH. The starting salary range is \$30-37K per year depending on experience and qualifications. The benefits package includes two weeks (10 days) paid vacation and 10 days sick leave, a monthly health insurance stipend and an annual simple plan IRA contribution. Other benefits include flexible working hours, travel opportunities and compensation time. Relocation assistance is not provided for in this offering.

Duties:

The **Legislative & Federal Affairs Coordinator** is responsible for a variety of advocacy and research duties, including:

- Managing the Council's annual legislative and grassroots advocacy efforts in conjunction with CDFA's legislative affairs team,
- Organizing Capitol Hill Days with CDFA members to promote pressing development finance industry matters to Congress,
- Communicating with CDFA members about the Council's advocacy efforts
- Coordinating advocacy and outreach activities with several industry coalitions and groups,
- Serving as staff liaison for the CDFA Legislative Committee,
- Posting daily legislative headlines on the CDFA website,
- Assembling and analyzing relevant policy papers on development finance tools,
- Participating in research projects on development finance tools and creating policy papers or supplemental materials for use in CDFA's legislative campaigns,
- Producing the CDFA Legislative Front newsletter,
- Coordinating education and outreach efforts with several federal agencies and government offices, Managing CDFA's Federal Financing Clearinghouse,
- Managing relevant federal and legislative components of CDFA's National Development Finance Summit,
- And, contributing content for CDFA's Online Resource Database, organizing meetings and other duties and special projects as assigned by the President & CEO.

Some travel is required with approximately 3-4 short trips per year to Washington, DC and other

destinations as determined by CDFA. All expenses are paid for travel and compensatory time is provided for excessive travel demands.

Qualifications:

Qualified candidates must be familiar with the economic development industry with a basic understanding of CDFA's associated subject areas with 3-5 years of professional experience. A master's degree in public policy, urban affairs, political science and/or related subject areas is preferred. Candidates should be familiar with project management and be able to balance multiple tasks at once. Candidates should have excellent organizational skills and be familiar with Microsoft Office, working on the Internet and using email routinely. Candidates must possess research, surveying and associated skills commensurate with a position of this nature.

The ideal candidate must possess the ability to work independently, with strong written and interpersonal skills, and a high energy level. The ability to work under deadlines and successfully handle multiple priorities and excellent relationship-building skills is a must. Possessing great communication skills including listening and providing feedback is required. Finally, the successful candidate will be able to work in a team environment and contribute to all of the Council's initiatives.

About CDFA:

The Council of Development Finance Agencies is a national association dedicated to the advancement of development finance concerns and interests. CDFA is comprised of the nation's leading and most knowledgeable members of the development finance community representing public, private and non-profit development entities. Members are state, county and municipal development finance agencies and authorities that provide or otherwise support economic development financing programs. The Council was formed in 1982 with the mission to strengthen the efforts of state and local development finance agencies fostering job creation and economic growth. Today, CDFA has one of the strongest voices in the development finance industry. The Council provides a number of avenues for assisting the development finance industry including 11 highly acclaimed training courses, the premier national development finance summit in the country, a weekly finance newsletter, a comprehensive online database of finance resources. Ultimately, CDFA acts as a conduit that links development finance professionals to one another.

Submission Info:

Interested candidates should email a cover letter, resume, salary request, one writing sample of at least four pages and three professional/academic references to trittner@cdfa.net. Candidates who fail to submit the required materials will not be considered for the position. Submissions should be sent to:

Toby Rittner
President & CEO
Council of Development Finance Agencies
85 E. Gay Street, Suite 700
Columbus, OH 43215
trittner@cdfa.net

The projected starting date for this position is immediately based on finding a qualified candidate. For more information about CDFA, visit www.cdfa.net.