



## Employment Opportunity:

### Resources Coordinator

**Deadline: Open Until Filled**

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**Salary Range:** \$30,000-35,000 annually

**Location:** Columbus, Ohio

**Status:** Full-time

The **Council of Development Finance Agencies** (CDFA at [www.cdfa.net](http://www.cdfa.net)) seeks a motivated, well-organized and experienced individual to fill the position of **Resources Coordinator**. This position is critical to the continued success of CDFA's resource collection, information sharing, newsletter publications, headlines review and educational 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 \$30-35K per year depending on experience and qualifications. The benefits package includes twelve days paid vacation and ten 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 **Resources Coordinator** is responsible for CDFA's resource collection, information sharing, newsletter publications, headlines review and basic technical assistance efforts. This includes:

- Collecting resources and managing the Council's extensive Online Resource Database
- Contributing to the Council's Development Finance Review Weekly newsletter
- Contributing to the Council's monthly state roundtable newsletters
- Collecting and cataloging daily development finance headlines
- Processing basic technical assistance requests from CDFA members and partners
- Conducting limited research projects for amassing resources for various initiatives
- Assisting with special writing assignments
- Preparing visual presentations as needed
- Staffing meetings, events and assisting with event planning as needed
- And, assisting with 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.

#### **Qualification:**

Qualified candidates should be familiar with research methods, resource & information collection, basic newsletter development and have an understanding of the development finance and/or city and regional planning fields. A bachelor's degree is required. 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 14 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.

The Council of Development Finance Agencies does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, sexual orientation, age, religion, disability, veteran's status or national origin in its programs or activities, including employment, membership, participation and sponsorship.

#### **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](mailto: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  
[trittner@cdfa.net](mailto: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](http://www.cdfa.net).