



Employment Opportunity:

Development Administrator

Salary Range: \$30,000 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 full-time position of **Development Administrator**. This position is critical to the continued success of CDFA's advancement and sponsorship 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 is \$30K 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, flexible working hours and an annual simple plan IRA contribution. Travel is not expected for this position, but may be offered occasionally.

Duties:

The Development Administrator is responsible for management of CDFA's extensive internal database systems, sponsorship support and general office management. This includes:

- Managing CDFA's contact database system including processing updates, importing new contact lists, and managing email subscriptions.
- Assisting with coordination and fulfillment of CDFA sponsor benefits.
- Overseeing CDFA's general office management including answering office main line, completing supply orders, and processing receipts and other paperwork.
- Providing staff assistance to the CDFA President & CEO.
- Other duties and special projects as assigned by the Director of Development.

Qualifications:

Qualified candidates should be familiar with customer service and outreach. Candidates should have excellent organizational skills and be familiar with Microsoft Office, working on the internet and using email routinely. CDFA is seeking a people person who is motivated, has strong interpersonal and relationship-building skills, and a high energy level. The ideal candidate should be able to work independently, meet deadlines and successfully handle multiple priorities. Great communications skills over the phone and email are highly desired. Finally, candidates should be able to work in a team environment and be willing to contribute to all of the Council's causes. A bachelor or associates degree is preferred and high school degree is required.

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 submit a cover letter, resume, salary request and three professional/academic references to kdeardurff@cdfa.net. Candidates who fail to submit the required materials will not be considered for the position. Submissions should be sent to:

Kimberly Deardurff, Director of Development
Council of Development Finance Agencies
kdeardurff@cdfa.net

This position is housed in Columbus, OH and will be filled immediately upon finding a qualified candidate. To learn more about CDFA and our members, visit www.cdfa.net.