



Employment Opportunity:

## Program Manager

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**Salary Range:** Negotiable

**Location:** Columbus, Ohio

**Status:** Full-time, Term

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 **Program Manager**. This position is critical to the continued success of CDFA's education, advocacy, research, resources and networking efforts. This is an exciting opportunity for an energetic and enthusiastic person to manage a broad initiative to provide technical assistance for brownfield redevelopment in communities throughout the country.

This is a five-year term position associated with dedicated, time-limited program funds. However, CDFA expects program revenue to fully fund this position beyond the five-year term. This position is located in Columbus, OH. Considerable travel is expected with 10+ trips annually. Expenses are paid for travel and compensatory time is provided for excessive travel demands.

The starting salary is negotiable 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 compensatory time.

### Duties:

The **Program Manager** will be responsible for working with fellow CDFA team members to expand the organization's various activities related to brownfields finance programming and technical assistance. This includes the development of online resources and educational content, organizing national meetings of public- and private-sector industry stakeholders, leading on-site technical assistance teams in communities throughout the country, and other related assignments. More specifically, the **Program Manager** will work with CDFA colleagues to perform the following tasks:

- Manage and market CDFA's brownfields finance technical assistance program;
- Maintain an online finance resource center;
- Publish a national, industry-specific newsletter;
- Contribute to the collection of online resources and daily development finance headlines;
- Develop a publication promoting industry resources and best practices;
- Produce an educational webinar series;
- Coordinate online and in-person national meetings of industry stakeholders;
- Direct on-site technical assistance projects;
- Lead special brownfields finance writing assignments;
- Communicate effectively with a broad range of public- and private-sector professionals;
- Deliver instruction during CDFA training and conference events;
- Address industry stakeholders' technical assistance questions; and
- Provide leadership at events on behalf of the Council.

**Qualifications:**

Qualified candidates must be familiar with the economic development industry with a basic understanding of brownfields and redevelopment with 4-6 years of professional experience. A master's degree in economic development, public finance, city planning, urban affairs or related subject areas is required. Candidates should be familiar with project management and be able to balance multiple tasks at once. Candidates should have excellent organizational and communication 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.

The candidate selected for this position must be willing and able to travel without restriction and or limitations. Candidates must possess a valid state issued driver's license.

**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 nine highly acclaimed training courses, the premier annual 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 two pages and three professional references. 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

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).