



## Employment Opportunity:

# Program Coordinator

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**Salary Range:** \$32,000 - \$36,000

**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 energetic individual to fill the position of **Program Coordinator**. 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 contribute to a great organization, working to create economic prosperity across the country.

This position is located in Columbus, OH. The starting salary is \$32,000 - \$36,000 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.

### **Duties:**

The **Program Coordinator** is responsible for all of CDFA's activities to build strong state relationships and programming. This includes assisting with the Council's State Roundtables, a specialized initiative aimed at building strong state and local networks of stakeholders through education, research, reporting, engagement and technical assistance. The **Program Coordinator** will be responsible for working with fellow CDFA team members to build these networks and execute events, conduct meetings, publish newsletters, collect data, manage website development, recruit speakers, organize research and other tasks. The **Program Coordinator** will also assist in building CDFA's state targeted web profiles and will conduct this research.

Considerable travel is expected with eight-ten trips annually. All expenses are paid for travel and compensatory time is provided for excessive travel demands.

### **Qualification:**

Qualified candidates must be familiar with the economic development industry and possess a basic understanding of CDFA's associated subject areas. A degree in economic development, public finance, city planning, urban affairs or related subject areas is preferred but not required. 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. CDFA is seeking a people person who is motivated to succeed and help build the organization.

The ideal candidate must possess the ability to work independently, with strong 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, candidates should be able to work in a team environment and be willing to contribute to all of the Council's initiatives. CDFA seeks an individual who is willing to be part of a great team working to build the premier organization in the development finance industry.

**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 eleven highly acclaimed training courses, the premier national development finance summit in the country, a weekly finance newsletter, and 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 two 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  
85 E. Gay Street, Suite 700  
Columbus, OH 43215  
[trittner@cdfa.net](mailto:trittner@cdfa.net)

This position will be housed in Columbus, OH and will be filled immediately upon finding a qualified candidate. For more information about CDFA please visit [www.cdfa.net](http://www.cdfa.net).