



Employment Opportunity: Training Coordinator

Salary Range: \$30,000 – 35,000 DEQ

Location: Columbus, Ohio

Status: Full-time

The **Council of Development Finance Agencies** (www.cdfa.net) seeks a motivated, well-organized and experienced individual to fill the position of **Training Coordinator**. This position is critical to the continued success of CDFA's 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. Benefits include flexible working hours, bonus opportunities and the potential for future full-time employment.

This position is located in Columbus, OH. The starting salary is \$30,000 - \$35,000 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 **Training Coordinator** is responsible for assisting with the day-to-day administration of the CDFA Training Institute. This includes:

- Assisting with training course planning, logistics, marketing, development and execution,
- Assisting with speaker recruitment, outreach, coordination, information collection and confirmation,
- Coordinating presentations and course materials,
- Assembling attendee mailings and pre- and post-course email communication,
- Assigning participation credit for the Development Finance Certified Professional Program and working with attendees to complete the necessary steps to receive their certification,
- Securing continuing education credits and other qualifications for training courses,
- Other duties and special projects as assigned by the President & CEO or other senior staff.

Some travel is expected with four-six trips annually. 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 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 training/education management, customer service and outreach.

Qualified 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's degree is preferred and a 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.

Submission Info:

Interested candidates should submit a cover letter, resume, salary request, and three professional references to Toby Rittner, CDFA President & CEO at trittner@cdfa.net. This position is housed in Columbus, OH and will be filled immediately upon finding a qualified candidate. To learn more about CDFA, visit www.cdfa.net.