



## Employment Opportunity:

# Manager, State Programs Outreach

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**Salary Range:** \$40,000 – 45,000

**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 experienced individual to fill the position of **Manager, State Programs Outreach** covering the mid-America region. 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 \$40,000 - \$45,000 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 **Manager, State Programs Outreach** is responsible for CDFA's activities to build strong state relationships and programming in the mid-America region. This includes managing 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 **Manager, State Programs Outreach** will be responsible for working with fellow CDFA team members to build these networks and execute events, conduct meetings, publish newsletters, collect data, manage web content, recruit speakers, organize advisory committees and other tasks.

In addition to these primary responsibilities, the **Manager, State Programs Outreach** will also assist with:

- Managing state roundtables in the mid-America region (currently OH, MI, IL, PA & MO),
- Working with coalitions, partnerships and other groups to strengthen state outreach capacity,
- Recruiting speakers and panelists for live conferences and webcasts,
- Assisting with the development of publications and electronic newsletters,
- Assisting with the execution of educational events and conferences,
- Managing various advisory committees for state activities,
- Providing leadership at events on behalf of the Council,
- And, addressing member inquiries, organizing meetings and other duties and special projects as assigned by the President & CEO.

Considerable travel is expected with 5-7 trips annually. All expenses are paid for travel and compensatory time is provided for excessive travel demands.

**Qualification:**

Qualified candidates must possess multi-disciplinary skills and the ability to build and execute complex initiatives. A bachelor's degree is required. Knowledge of or experience in economic development, public finance, city planning, urban affairs or related subject areas is preferred but not required. Candidates should be familiar with project and event 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 13 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.

**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. The projected starting date for this position is immediately based on finding a qualified candidate. For more information about CDFA please visit [www.cdfa.net](http://www.cdfa.net).