



Employment Opportunity: Director of State Programs

Salary Range (starting): \$35,000 - \$45,000 depending on qualifications

Location: Cleveland, OH

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 position of Director of State Programs. This position is critical to the continued success of CDFA's education, outreach, roundtable, resource collection, research 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 Cleveland, OH. The starting salary range is \$35,000-\$45,000 per year based on experience and qualifications. A generous benefits package includes 10 days paid vacation and 10 days sick leave and a monthly health insurance stipend. Other benefits include a company-sponsored and supported retirement plan and the opportunity to travel.

Duties:

The Director of State Programs is responsible for all of CDFA's activities to build strong state relationships and programs. This includes managing the Council's State Roundtable Program, a specialized initiative of CDFA to build strong state and local networks of stakeholders through education, research, reporting, networking and technical assistance. The Director of State Programs will be responsible for working with fellow CDFA team members to build these networks and execute events, conduct meetings, publish e-newsletters, collect data, manage website development and other tasks. The Director of State Programs will also be responsible for building CDFA's state development finance programs database and will manage several research projects on an ongoing basis.

In addition to these primary responsibilities, the Director of State Programs will also assist with:

- Working with coalitions, partnerships and other groups to strengthen state outreach capacity,
- Providing submissions for online research materials and databases,
- Researching a host of economic development finance topics,
- 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,
- Assisting with technical assistance projects,
- 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.

Some travel is required with approximately 6-8 trips per year. Compensatory time is provided to balance travel demands.

Qualification:

Qualified candidates must be familiar with the economic development industry with a basic understanding of CDFA's associated subject areas. A master's degree in economic development,

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.

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. Good communication skills including listening and providing feedback is desired. 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 six highly acclaimed finance training courses, the premier annual development finance summit, a weekly e-newsletter and a comprehensive online database of resources. CDFA ultimately acts as a conduit with which to link development finance professionals to one another.

Submission Info:

Candidates are encouraged to apply via email. Interested candidates should submit a cover letter, one writing sample, resume, salary request and three professional/academic references. Candidates who fail to provide these items will not be considered.

Applications should be sent to:

Katie Kramer
CDFA
kkramer@cdfa.net
216-920-3073