



Employment Opportunity:

Membership Coordinator

Salary Range: \$35,000 - \$45,000

Location: Columbus, Ohio

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 **Membership 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 \$35,000 - \$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 **Membership Coordinator** is responsible for coordinating CDFA's vast membership network. This includes processing, confirming and securing members – both new and renewed. In addition, this professional is responsible for managing CDFA's extensive contact database. The Membership Coordinator is generally responsible for the following:

- Recruiting new members, retaining current members, maintaining the electronic member databases and coordinating general membership development activities,
- Building membership outreach and benefits offerings, producing membership resources and engaging members in ongoing development of the organization,
- Coordinating member benefits offerings with selected outside vendors and partners
- Managing the monthly calendar of membership activities and communicating with the CDFA team internally about upcoming deadlines
- Collaborating with the CDFA team to create membership documents, letters, brochures, and other collateral materials
- Overseeing CDFA's contact database system including processing records, updates and assisting members with access to their online accounts,
- And, addressing member inquiries, following up with payments, organizing meetings and other duties and special projects as assigned by the President & CEO.

This position is located in Columbus, OH. Some travel is expected with 2-3 trips annually. Expenses are paid for travel and compensatory time is provided for excessive travel demands.

Qualifications:

Qualified candidates should be familiar with membership management, customer service and outreach. 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.

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, and three professional/academic references to 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
100 E. Broad Street, Suite 2200
Columbus, OH 43215
trittner@cdfa.net

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.