



Employment Opportunity:

Director of Education

Salary Range: \$40,000 - \$50,000

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 **Director of Education**. 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 - \$50,000 per year depending on experience and qualifications. The benefits package includes ten paid holidays, twelve days of paid vacation, ten days of paid sick leave, a monthly health insurance stipend or access to company healthcare and an annual simple plan IRA contribution. Other benefits include flexible working hours, travel opportunities and compensation time.

Duties:

The **Director of Education** is responsible for assisting with the day-to-day administration of the CDFA Training Institute, workshops, seminars and webcasts. The **Director of Education** will be responsible for working with fellow CDFA team members to build the training network, execute events, conduct meetings, manage logistics, update/produce publications, manage web content, recruit speakers, organize advisors and other tasks. Core responsibilities include:

- Directing all training related planning, logistics, marketing, development and scheduling,
- Coordinating 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,
- Coordinating technology needs and accounts for providing online education,
- Staffing live and online training events, webcasts, seminars, etc.,
- Other duties and special projects as assigned by the President & CEO or senior staff.

Some travel is expected with three-five trips annually. Expenses are paid for travel and compensatory time is provided for excessive travel demands. The candidate selected for this position must be willing and able to travel without restriction and or limitations. Candidates must possess a valid state issued driver's license. The **Director of Education** will report directly to the Vice President.

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 educational programming, 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. Learn more at www.cdfa.net.

Submission Info:

Interested candidates should email a cover letter, resume, salary request and three professional/academic references. 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 East Broad Street, Suite 1200
Columbus, OH 43215
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.

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.

For more information about CDFA please visit www.cdfa.net.