



## Director of Development

Status: Full-time, Exempt  
Location: Columbus, Ohio  
Salary Range: \$60,000-75,000 annually

The Council of Development Finance Agencies (CDFA at [www.cdfa.net](http://www.cdfa.net)) seeks a motivated, well-organized and energetic individual to fill the position of **Director of Development**. This position is critical to the continued success of CDFA's education, advocacy, research, resources and networking efforts. This senior position is responsible for leading and managing CDFA's sponsorship, membership, partnership, and communications and marketing 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 and is a senior level position that reports directly to the President & CEO.

### Working at 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 education, advocacy, research, resources and networking. CDFA is ultimately the conduit linking development finance professionals together.

The CDFA team is a growing and dynamic group focused on building economic prosperity for communities across the country. CDFA offers a very generous benefits package, including 10 paid holidays, 12 days of paid vacation and 10 days of personal leave. Vacation time increases with tenure. CDFA also offers a comprehensive health insurance package with employer contribution and an industry-leading 401(k) investment program with a 4% match. Opportunities for travel, to create flexible working schedules, and to build a career with expanded responsibilities and advancement are offered in exchange for hard work and dedication.

The CDFA offices are in the heart of downtown Columbus overlooking the Ohio Statehouse. Located in the bustling Gay Street District and steps away from the creative Discovery District, CDFA is



surrounded by the work of our members, making it possible to see the direct connection between finance and economic development growth and prosperity. The CDFA team is driven by our core values and is a passionate and mission-driven group dedicated to celebrating victories and individual achievements. Team building exercises, fun activities, and cooking competitions are part of the everyday routine at CDFA.

For more information about CDFA, visit [www.cdfa.net](http://www.cdfa.net).

Your Role:

The **Director of Development** will be responsible for leading the CDFA Development Division by guiding sponsorship, membership, partnership, and communications and marketing efforts. This includes the management of staff and direct oversight of key organizational objectives. More specifically, the **Director of Development** will work with CDFA colleagues to perform the following tasks:

- Raising sponsorship from corporations and individual donors, identifying and engaging potential sponsors, fulfilling sponsorship requirements and ensuring that donors are pleased with the level of service given,
- Guiding the recruitment of new members, retaining current members, maintaining the electronic contact databases and coordinating general membership activities, building membership outreach and benefits offerings, producing membership resources and engaging members in the ongoing development of the organization,
- Guiding communications and marketing efforts including oversight of web and collateral content, quality control, back and front-end services and overall outreach strategies,
- Identifying new partnerships, negotiating agreements, ensuring that all services and expectations are met with existing and potential partners, and providing superior customer service,
- Coordinating efforts among fellow CDFA team members to build the CDFA network and increase collaboration across divisions,
- Managing the staff of the Development Division, mentoring and guiding their professional development, identifying areas for improvement, and making recommendations to management about staffing needs,
- Delivering reports to the Board of Directors, senior management, and various committees about the goals and performance of the Development Division,
- Acting as the staff liaison between the CDFA Board of Directors and President & CEO,
- And, assisting with other duties and special projects as assigned by the President & CEO.

Travel is required with approximately 4-6 trips per year as determined by CDFA. Candidates for this position must be able and willing to travel.



#### Qualifications:

Qualified candidates should have 5-7 years of previous development experience and be familiar with program and project management. Specifically, candidates must have experience in sponsorship development and fulfillment. Direct sales and outreach experience or expertise working at a trade association is also desired. A bachelor's degree is required. Candidates should have excellent organizational skills and be familiar with Microsoft Office, working on the internet and using email routinely. Candidates must possess research, surveying and associated skills commensurate with a position of this nature.

The ideal candidate must possess the ability to work independently, with strong written and 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, the successful candidate will be able to work in a team environment and contribute to all of the Council's initiatives.

While performing the functions of this job the employee is continuously required to talk or hear. Must be able to sit for extended periods of time. Frequently look at a computer screen for extended periods of time. Required to stand, walk, and reach with hands and arms.

#### Submission Criteria:

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:

Human Resources  
Council of Development Finance Agencies  
100 E. Broad Street, Suite 1200  
Columbus, OH 43215  
jobs@cdfa.net

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.