



Employment Opportunity:

Program Coordinator (Brownfields)

Salary Range: \$40,000 - \$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 **Program 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 \$40,000 - \$45,000 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 **Program Coordinator** will be responsible for working with fellow CDFA team members to expand the organization's various activities related to brownfields finance programming and technical assistance. This includes the development of online resources and educational content, organizing national meetings of public- and private-sector industry stakeholders, conducting extensive outreach and marketing efforts, coordinating on-site technical assistance teams in communities throughout the country, and other related assignments. More specifically, the **Program Coordinator** will work with CDFA colleagues to perform the following tasks:

- Market CDFA's brownfields finance technical assistance program;
- Identify potential technical assistance recipients;
- Facilitate online and in-person national meetings of industry stakeholders;
- Assist on-site technical assistance projects as needed;
- Coordinate an educational webinar series;
- Contribute to special brownfields finance research and/or writing assignments;
- Communicate effectively with a broad range of public- and private-sector professionals; and
- Address industry stakeholders' technical assistance questions.

The **Program Coordinator** may also be asked to contribute to the following ongoing program activities as assistance is needed:

- Maintain an online finance resource center;
- Publish a national, industry-specific newsletter;
- Collect online resources and daily development finance headlines;
- Contribute to a publication promoting industry resources and best practices

Significant travel is expected with five-seven 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 **Program Coordinator** will report directly to the Program Manager.

Qualification:

Qualified candidates must be familiar with the economic development industry with a basic understanding of brownfields and redevelopment with 2-4 years of professional experience. A bachelor's degree in economic development, public finance, city planning, urban affairs or related subject areas is required. A master's degree is preferred but not required. Candidates should be able to balance multiple tasks at once. Candidates should have excellent organizational and communication skills and be familiar with Microsoft Office, working on the Internet and using email routinely. Candidates must possess research, writing and associated skills commensurate with a position of this nature.

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:

Emily Moser
Program Manager
Council of Development Finance Agencies
100 East Broad Street, Suite 1200
Columbus, OH 43215
emoser@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.