



## Coordinator, Knowledge & Networks

**Status:** Full-time, Exempt  
**Location:** Columbus, Ohio  
**Salary Range:** \$40,000-55,000 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 **Coordinator, Knowledge & Networks**. This position is critical to the continued success of CDFA's education, advocacy, research, resources, and networking efforts. This position is responsible for assisting with CDFA's research projects, resource collection, information sharing, newsletter publications, headlines review, and educational efforts. This is an exciting opportunity for an enthusiastic person to contribute to a great organization, working to create economic prosperity across the country. This is a hybrid position is located in Dublin, OH.

### 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 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).

The Development Coordinator is responsible for assisting with CDFA's membership and sponsorship efforts to ensure that organizations and sponsors receive the highest level of customer service. More specifically, the Coordinator will work with CDFA colleagues to perform the following tasks:



- Support sponsor recruitment efforts and ensure the delivery of promised benefits.
- Assist in coordinating and fulfilling membership services and needs.
- Provide staffing support for meetings and events; contribute to event planning and execution as required.
- Design and prepare visual presentations for CDFFA training sessions and webinars.
- Maintain and enhance the organization's contact database system.
- Handle incoming phone calls and direct inquiries to appropriate staff members.
- Provide administrative and project support to the Vice President of Knowledge & Networks and the broader Knowledge & Networks Team.
- Perform other duties and contribute to special projects as assigned by the President & CEO.

The **Coordinator, Knowledge & Networks** will have the opportunity to attend CDFFA training events and participate in numerous learning experiences. Limited travel may be expected in this role with 1-2 trips per year.

#### Qualifications:

Qualified candidates should have 1–2 years of prior office and administrative experience, and a bachelor's degree is required. Candidates must demonstrate strong organizational skills and be proficient in Microsoft Office, particularly Excel, PowerPoint and Zoom. Familiarity with professional email etiquette is essential, including clear and well-written communication, appropriate tone, and prompt, courteous responses.

We are seeking someone who is a strong writer, tech-savvy, and comfortable learning new things. Excellent communication, time management, and problem-solving skills are critical, as are professionalism and adaptability in a dynamic office environment.

The ideal candidate will possess the ability to work independently, with strong written and interpersonal skills and a high energy level. The role requires the ability to manage multiple priorities under deadlines, while building and maintaining strong working relationships. Excellent communication skills—including active listening and the ability to give and receive feedback constructively—are essential. Finally, the successful candidate will thrive in a collaborative team environment and contribute meaningfully to all of the Council's initiatives.

This position offers an excellent learning opportunity with room for growth and advancement within the organization.

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:

[jobs@cdfa.net](mailto:jobs@cdfa.net)

Human Resources  
425 Metro Place N.  
Suite 460  
Dublin Ohio, 43017



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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.