



Manager, Research & Technical Assistance

Status: Full-time, Exempt
Location: Columbus, Ohio
Salary Range: \$55,000 - \$60,000 annually

The Council of Development Finance Agencies (CDFA at www.cdfa.net) seeks a motivated, well-organized, and energetic individual to fill the position of **Manager, Research & Technical Assistance**. This position is critical to the continued success of CDFA's education, advocacy, research, resources, and networking efforts. This position is responsible for helping lead CDFA's research projects, resource collection, information sharing, and educational efforts. This is an exciting opportunity for an enthusiastic person eager to support the mission of CDFA and create economic prosperity across the country.

Specifically, this **Manager, Research & Technical Assistance** will be responsible for working with fellow CDFA team members to manage and execute a research initiative working with state departments of agriculture to increase access to finance programs among socially disadvantaged farmers of color. The position will also involve various activities related to ongoing research, project planning, stakeholder engagement, and writing.

The **Manager, Research & Technical Assistance** will also work with CDFA colleagues to perform the following tasks:

- Assisting with special initiatives and designated research assignments
- Collecting resources and conducting research on targeted development finance programs
- Assisting with the publication of national newsletters
- Collecting and cataloging development finance headlines
- Preparing visual presentations for CDFA training courses and webinars
- Staffing meetings, events, and assisting with event planning as needed
- And, assisting with other duties and special projects as assigned

The **Manager, Research & Technical Assistance** will have the opportunity to attend CDFA training events and participate in numerous learning experiences. Limited travel will be expected in this role with 1-3 trips per year.

Qualifications

Qualified candidates should be familiar with research methods, resource and information collection, and have an understanding of the development finance and/or agricultural and/or city and regional planning fields. 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 is a must, as are excellent relationship-building skills. 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.



CDFA is currently a hybrid office in which employees work three per week onsite in our Columbus office and the remaining days from home, during which team meetings and communication are facilitated through online video conferences. As such, candidates must be able to work unsupervised; have reliable internet, email, and phone access (a laptop computer and software will be provided); and have a work space/environment that does not hinder the candidate's ability to perform his/her work and is conducive to having uninterrupted business calls, online meetings, etc.

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Benefits

CDFA offers a very generous benefits package, including 10 paid holidays, 15 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.

Submission Criteria

Interested candidates should email a cover letter, resume, salary request, and three professional 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.

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 hundreds of 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 through the use of tax-exempt and other public-private partnership finance programs. 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.