



Coordinator, Administration

Status: Full-time, Exempt
Location: Columbus, Ohio
Salary Range: \$35,000-45,000 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 Coordinator, Administration. 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 day-to-day and programmatic operational elements including human resources, vendor management and event administration. 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 reports 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 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.

Your Role:

The Coordinator, Administration will be responsible for working with fellow CDFA team members to deliver CDFA's day-to-day and programmatic operational elements including human resources, vendor management and event administration. More specifically, the Coordinator, Administration will work with CDFA colleagues to perform the following tasks:

- Human Resources – oversee human resources vendors, employee orientation, payroll processing, timesheets, employee engagement, vacation/pto approvals and other aspects of employee-employer relations
- Accounting – facilitate and manage accounting vendor, banking, merchant services, credit cards, bill paying and other aspects of day-to-day fiscal management
- Information Technology – manage and oversee IT infrastructure, printers, computers and vendors
- Vendors – oversee insurance, legal and other service provider relationships, payments and engagements as directed by President & CEO,
- Legal – ensure compliance with legal requirements for non-profit filings as applicable by law via direction of accounting and senior management,
- Event Administration – provide event administration for the CDFA Training Institute and various other programming activities of the organization
- And, assisting with other duties and special projects as assigned by the President & CEO.

Some travel is required with approximately 1-2 trips per year as determined by CDFA.

Qualifications:

Qualified candidates should be familiar with office administration, event management and general operational organization. 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. The successful candidate should have previous operational, administration, or human resources experience.

The ideal candidate must possess the ability to work independently, with strong written and interpersonal skills, and a high energy level. A demonstrated understanding and commitment to the confidentiality that is required for a position of this nature is essential. 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 or 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
trittner@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.