



Employment Opportunity:

Manager, State Programs Outreach

Salary Range: \$35,000 - \$42,000

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 **Manager, State Programs Outreach**. 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 \$35,000 - \$42,000 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 **Manager, State Programs Outreach** is responsible for CDFA's activities to build strong state relationships and programming. This includes managing a select number of the Council's State Roundtables, a specialized initiative aimed at building strong state and local networks of stakeholders through education, research, reporting, engagement and technical assistance. The **Manager, State Programs Outreach** will be responsible for working with fellow CDFA team members to build these networks and execute events, conduct meetings, manage event logistics, publish newsletters, manage web content, recruit speakers, organize advisory committees and other tasks.

In addition to these primary responsibilities, the **Manager, State Programs Outreach** will also assist with:

- Managing state roundtables throughout the United States,
- Executing state events from start to finish including selecting conference venues, coordinating with venues on the logistics of each conference and serving as onsite contact at each event,
- Working with coalitions, partnerships and other groups to strengthen state outreach capacity,
- Recruiting speakers and panelists for live conferences and webcasts,
- Assisting with the development of publications and electronic newsletters,
- Assisting with the execution of educational events and conferences,
- Managing various advisory committees for state activities,
- Providing leadership at events on behalf of the Council,
- And other duties and special projects as assigned by the President & CEO.

Considerable travel is expected with 7-9 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.

Qualification:

Qualified candidates must possess multi-disciplinary skills and the ability to build and execute complex initiatives. A bachelor's degree is required. Knowledge of or experience in economic development, public finance, city planning, urban affairs or related subject areas is preferred but not required. Candidates should be familiar with project and event management and be able to balance multiple tasks at once. Candidates should have excellent organizational skills and be familiar with Microsoft Office, working on the Internet and using email routinely. CDFA is seeking a people person who is motivated to succeed and help build the organization.

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.

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.

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:

Toby Rittner
President & CEO
Council of Development Finance Agencies
100 East Broad Street, Suite 1200
Columbus, OH 43215
trittner@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.