



Senior Director, Government Affairs

Status: Full-time, Exempt
Location: Columbus, Ohio
Salary Range: \$95,000 - \$115,000 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 **Senior Director, Government Affairs**. This position is critical to the continued success of CDFA's education, advocacy, research, resources and networking efforts. This position is responsible for delivering on CDFA's national development finance policy agenda as well as engaging federal agencies and government officials. This is an exciting and high-profile opportunity for an energetic and enthusiastic public policy expert to contribute to a great organization, working to create economic prosperity across the country.

The Senior Director, Government Affairs is a proven advocacy expert with the ability to lead CDFA's policy agenda on behalf of a national coalition of CDFA members and partners. More specifically, the Senior Director, Government Affairs will be responsible for the following tasks:

- Leading CDFA's annual legislative and grassroots advocacy efforts and managing CDFA's legislative team
- Building advocacy partnerships and outreach activities with several industry coalitions and stakeholders
- Writing and analyzing relevant policy papers on development finance tools
- Serving as staff liaison for the CDFA Legislative Committee
- Organizing Capitol Hill Days with CDFA members and hosting virtual policy briefings
- Managing the CDFA Advocacy Center and CDFA Legislative & Federal Affairs Newsletter
- Serving as CDFA's key contact to federal agencies and offices
- Identifying partnership opportunities with federal agencies
- Moderating the annual CDFA Federal Financing Webinar Series and overseeing routine updates to the CDFA Federal Financing Clearinghouse
- Managing the annual CDFA Federal Policy Summit in Washington, DC
- Other duties and special projects as assigned by the President & CEO.

Remote work will be considered for this role. Travel is required with approximately 6-8 trips per year as determined by CDFA.

Qualifications

Qualified candidates should have 5-10 years of experience and be familiar with Congressional advocacy efforts and managing a government affairs practice. Previous engagement with national advocacy campaigns is desired. A bachelor's degree is required. Candidates should have excellent leadership, communication and presentation skills. In addition, candidates should have strong organizational skills and be familiar with Microsoft Office, working on the internet and using email routinely. Candidates must possess the technical expertise, writing and research, public speaking 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 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.

Benefits

CDFA offers a very generous benefits package, including 11 paid holidays, 12-22 days of paid vacation, and 10 days of personal leave. Vacation time is based on position rank and increases with tenure. CDFA offers a comprehensive health insurance package with employer contribution and an industry-leading 401(k) investment program with a 4% match. Opportunities for travel, creating flexible working schedules, and building 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. Submissions should be emailed to Human Resources at 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 as well as a variety of non-governmental and private organizations including bankers, underwriters, attorneys, financial advisors and other organizations interested in development finance.

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 and regularly communicates with Capitol Hill, state and local government leaders and the Federal Administration. 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.