



## Employment Opportunity:

# Vice President of Operations

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**Salary Range:** \$60,000-\$70,000

**Location:** Columbus, Ohio

**Status:** Full-time

The Council of Development Finance Agencies (CDFA at [www.cdfa.net](http://www.cdfa.net)) seeks a motivated, well-organized and experienced individual to fill the position of ***Vice President of Operations***. 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 \$60,000-\$70,000 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 Vice President of Operations is a senior member of CDFA and has primary responsibility for providing overall direction and leadership for all operations functions. This includes activities related to financial management and sustainability, administration, facilities, technology and information systems, and office management. The VP of Operations is responsible for managing the day-to-day operations necessary to ensure that CDFA achieves its objectives. The VP of Operations reports directly to the President & CEO and will manage several direct reports.

### **Leadership**

- Oversee the implementation and delivery of operations, programs, services and activities that facilitate achievement of programming.
- Responsible and accountable for oversight of all financial functions of the organization. Financial responsibilities include working management of annual budgets, preparation of financial reports for Board meetings, and development and implementation of short and long term financial sustainability goals.
- Support and facilitate Board interactions as assigned.
- Provide advice, recommendations, and broad training related to operations.

### **Strategic Planning**

- Oversee the identification and evaluation of opportunities to improve program effectiveness on the basis of participation and achievement of stated goals; recommends modifications to improve program performance, as appropriate.
- Contribute to the development of operational guidelines to ensure efficient management of programming and compliance with regulations as such.
- Leads diverse activities, analyzes situations, evaluates alternatives, projects outcomes, and implements solutions in order to improve effectiveness.

### **Resource Management**

- Coordinate budget development with senior staff and President/CEO.
- Manage administrative and operational processes, overseeing the fulfillment and reporting required for grants received.
- Manage administrative and operational processes, overseeing the maintenance and repair of buildings, equipment, and other facilities.

- Manage performance of assigned staff in achieving goals, providing technical assistance in program design, development, community relations and program operations.
- Manage and coordinate IT projects in collaboration with management.
- Management of central administrative functions, facilities, telecommunications, telephone/public reception, office supplies and equipment maintenance, and purchasing, etc.

#### ***Marketing and Public Relations***

- Participate in activities to maintain good marketing, communications and public relations for programs, services and activities.
- Maintains close contact with assigned staff to provide technical assistance in matters of programming and operations; interacts regularly with President & CEO and as assigned with the Board and its Committees.

#### ***Additional Responsibilities***

- May assist in the administration of restricted programs by overseeing program operations at each location; ensures the completion of required reports; and preparation of any required reports.
- May be responsible for facilitating human resources programs and systems including recruitment, employee relations, compensation and benefits, training and development.
- Plan and implement a staff development and training program.

Some travel is expected with 4-5 trips annually. Expenses are paid for travel and compensatory time is provided for excessive travel demands.

#### **Qualification:**

Qualified candidates must possess multi-disciplinary skills and the ability to build and execute complex initiatives. Required qualifications include:

- Bachelors' degree from an accredited college or university.
- A minimum of five years' work experience in non-profit agency operations management and supervision, or an equivalent combination of experience and education.
- Considerable knowledge of: the mission, objectives, policies, programs, procedures and principles and practices of non-profit organizations.
- Demonstrated ability to organize, direct and coordinate operations; in personnel supervision, the recruitment and retention of key personnel; facilities management; and budget management.
- Strong communication skills, both verbal and written.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability to establish and maintain effective working relationships with staff, subordinates, Board members, partners, and other related stakeholders.
- Demonstrated flexibility to changing situations and priorities.
- Superior organization, planning and problem solving skills.
- Service oriented. Courteous, personable, tactful. Experience dealing effectively and sensitively with all levels of staff and public.
- Must be willing and able to travel without restriction and or limitations.
- Candidates must possess a valid state issued driver's license.

#### ***Desired skills include:***

- Ability to work in partnership with others in a collaborative or advisory role.
- Demonstrated ability to conceive and write creatively for various audiences.
- Expert knowledge of current and evolving trends in accounting and financial management and in human resources, preferably in a non-profit environment.
- Act independently, exercise independent judgment to identify and solve complex problems; be comfortable making decisions that may have program-wide impact and may bind the organization financially or legally.
- Previous experience designing and managing multiple projects, directing work of staff, managing budgets, setting deadlines, and ensuring accountability.
- Demonstrated ability to maintain confidentiality of frequently sensitive information.
- Previous supervisory experience of three or more administrative or professional staff;

**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](http://www.cdfa.net).

**Submission Info:**

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:

Toby Rittner  
President & CEO  
Council of Development Finance Agencies  
100 East Broad Street, Suite 1200  
Columbus, OH 43215  
[trittner@cdfa.net](mailto: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](http://www.cdfa.net).