



Employment Opportunity:

Vice President

Salary Range: \$65,000 - \$75,000

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 **Vice President**. This senior level 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 \$65,000 - \$75,000 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:

This position will report directly to the CDFA President & CEO and will be a member of the senior leadership staff. The **Vice President** will be responsible for a variety of CDFA's activities related to business development, cultivating partnerships, project management/consultation, external affairs, event representation, research, communication, staff development and subject matter expertise. The Vice President will be a primary representative of CDFA at state and national events and during online activities.

In addition, the Vice President will work to build development finance content expertise for advising and leading a variety of CDFA projects. The Vice President will work with a team to complete both qualitative and quantitative analysis, surveying, research projects and data collection. This includes research studies related to development finance tools, fulfilling advisory services contracts, conducting independent research analysis and coordinating special initiatives.

The individual in this role will also be asked to address member inquiries when needed, organize meetings and work on numerous projects related to CDFA's various outreach and educational efforts. Considerable travel is expected with 12-14 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.

Qualifications:

Qualified candidates must be familiar with the economic development finance industry with a basic understanding of CDFA's associated subject areas with 7-10 years of professional experience. A master's degree in economic development, public finance, city planning, urban affairs or related subject areas is preferred. Candidates should be able to demonstrate experience managing staff and projects directly.

Candidates should be familiar with project 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. Candidates must possess research, surveying and associated skills commensurate with a position of this nature.

Experience planning and executing events is highly desirable and the selected candidate must have the ability to speak in front of large audiences of 100+ professionals. High quality public speaking is required for this position.

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.

The candidate selected for this position must be willing and able to travel without restriction and or limitations. CDFA expects this position to travel 12-14 times annually.

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.