



Coordinator, Knowledge & Networks

Status: Full-time, Exempt
Location: Columbus, Ohio
Salary Range: \$40,000-55,000 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, Knowledge & Networks**. 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 research projects, resource collection, information sharing, newsletter publications, headlines review, and educational efforts. This is an exciting opportunity for an enthusiastic person to contribute to a great organization, working to create economic prosperity across the country. This is a hybrid position is located in Dublin, OH.

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 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.

The **Coordinator, Knowledge & Networks** plays a vital support role within CDFA's Knowledge and Networks Division, contributing to the success of key organizational programs, including membership services, sponsorship management, educational programming, and research initiatives. This position requires strong organizational skills, attention to detail, and the ability to work collaboratively across teams.

Key Responsibilities:

- **Sponsorship & Membership Support:** Assist in recruiting and retaining sponsors by supporting outreach efforts and ensuring delivery of promised sponsorship benefits. Coordinate and fulfill member services and respond to member needs.
- **Project Support:** Assist with research tasks and track developments in key projects by monitoring news sources and relevant updates.
- **Event Coordination:** Provide staffing support during events and meetings virtually and in-person; contribute to planning, speaker outreach, logistics, and on-site execution of educational programs and webinars.
- **Content & Presentation Development:** Design and prepare visual materials for training sessions, webinars, and other educational programming.
- **Database & Communications:** Maintain and update the organization's contact database. Handle incoming calls



and route inquiries to appropriate staff.

- **Administrative Support:** Offer direct project and administrative assistance to the Vice President of Knowledge & Networks and other team members. Support special projects and tasks assigned by the President & CEO.

The **Coordinator, Knowledge & Networks** will have the opportunity to attend CDFA training events and participate in numerous learning experiences. Limited travel may be expected in this role with 1-2 trips per year.

Qualifications:

Qualified candidates should have 1–2 years of prior office and administrative experience, and a bachelor’s degree is required. Candidates must demonstrate strong organizational skills and be proficient in Microsoft Office, particularly Excel, PowerPoint and Zoom. Familiarity with professional email etiquette is essential, including clear and well-written communication, appropriate tone, and prompt, courteous responses.

We are seeking someone who is a strong writer, tech-savvy, and comfortable learning new things. Excellent communication, time management, and problem-solving skills are critical, as are professionalism and adaptability in a dynamic office environment.

The ideal candidate will possess the ability to work independently, with strong written and interpersonal skills and a high energy level. The role requires the ability to manage multiple priorities under deadlines, while building and maintaining strong working relationships. Excellent communication skills—including active listening and the ability to give and receive feedback constructively—are essential. Finally, the successful candidate will thrive in a collaborative team environment and contribute meaningfully to all of the Council’s initiatives.

This position offers an excellent learning opportunity with room for growth and advancement within the organization.

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/academic references. Candidates who fail to submit the required materials will not be considered for the position. Submissions should be sent to:

jobs@cdfa.net

Human Resources
425 Metro Place N.
Suite 460
Dublin Ohio, 43017

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.